School of Continuing Studies
TYLER JUNIOR COLLEGE™

Spring 2016
Register Today!

TRAIN FOR A CAREER AS A HEALTH PROFESSIONAL.
SIGN UP TODAY!

PAGE 36
THE BASICS OF INTERIOR DESIGN WITH LARRY LOTT INTERIORS

P. 32
NEW ONLINE HYBRID REAL ESTATE CLASSES

Do you work full time but want to obtain your real estate license?

Try our new hybrid classes that meet once a week in the classroom and continue the training online from your own computer.

The perfect option for the busy, professional who needs a flexible classroom.

Call today for more information or to register.

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Welcome

The School of Continuing Studies offices are housed at the Regional Training and Development Complex (RTDC) located on Tyler Junior College’s West Campus. The 84,000 square foot RTDC facility offers on-site registration and fee collection, convenient parking and a 300-seat conference room.

The West Campus also houses the Skills Training Center, an innovative, joint project with Tyler Independent School District. The 75,000 square foot Skills Training Center is home to the College’s automotive technology and welding technology departments. The center and its departments are utilized by area high school students taking part in concurrent enrollment programs, offering the opportunity for college credit prior to high school graduation. Many of the students continue their studies after graduating, obtaining certification in technical fields to enter into the expanding job market.

Occupying 24,000 sq. ft. of the Skills Training Center on the TJC west campus, Luminant Academy’s $1.7 million investment offers classrooms, laboratories and simulators for the company’s power plant operations. This dynamic partnership not only benefits TJC and Luminant, but the city of Tyler as well. The partnership between TJC and Luminant signed a long-term contract of 8-10 years, and both are looking forward to a long and beneficial venture.

How to Read this Catalog

Example of class listing:

HART1002 (Course No.) 2/9-2/11 (Beginning date through ending date) TR (Days) 6-8:00 p.m. (Times) RTDC147 (Building & Room) $79 (Tuition & Fees)

Legend of Schedule Symbols

Building Symbols
FA ..........Fine Arts
OHPE .......Ornelas Health & Physical Education Center
RNHS.....Robert M. Rogers Nursing & Health Sciences Center
RSC ........Rogers Student Center
RTDC ......Regional Training & Development Complex
STC .......Skills Training Center
P ..........Pirtle Technology
WASC ....White Administrative Services Center

Day Symbols
M ..........Monday
T ..........Tuesday
W ..........Wednesday
R ..........Thursday
F ..........Friday
S ..........Saturday
U ..........Sunday

TJC School of Continuing Studies will observe the following holidays

Christmas
The College will close at the end of the day on Thursday, December 17, 2015 and open at the regular time on Monday, January 4, 2016

Martin Luther King, Jr.’s Birthday
Monday, January 18, 2016

Spring Break
The College will close at the end of the day on Saturday, March 5 and open at the regular time on Monday, March 14, 2016

Good Friday
Friday, March 25, 2016

Memorial Day
Monday, May 30, 2016
Small Business Start-up Sessions

The Small Business Development Center (SBDC) offers a FREE monthly class for individuals interested in starting a small business. This class provides an excellent opportunity for individuals to determine if small business ownership is right for them. This class covers the elements required for a good business plan and provides important information needed before meeting with one of our business advisors. A valuable resource book is provided at no cost to the student. These classes are held on Wednesdays as follows:

1/13 W  6:00-8:30 p.m.
2/3 W  6:00-8:30 p.m.
3/2 W  6:00-8:30 p.m.
4/6 W  6:00-8:30 p.m.
5/4 W  6:00-8:30 p.m.

Location: RTDC

Must call 903-510-2975 to register.

Small Business Certification (BUSG1011-Small Business Management)

Would you like to own a small business? If you answered yes, you are like hundreds of individuals who actually start their own small business in East Texas each year. However, the desire to own your own business and actually make it happen can be a challenging, if not, impossible experience. This is where the Small Business Development Center can help you. The Management Skills Certification Course can be your positive experience as you work to start your small business. This six-week course offers valuable information, taught by accomplished professionals. Past attendees believe the greatest benefit they have received from this course, over and above the information provided, was their opportunity to ask the professionals questions and get on-the-spot answers, which otherwise, might not have been available to them.

BUSG1011 .....................................................$99

Management Certification Includes the following topics:

BUSINESS PLANNING
4/14 R  6:00-8:30 p.m.
LEGAL CONSIDERATIONS
4/21 R  6:00-8:30 p.m.
FINANCING A SMALL BUSINESS
4/28 R  6:00-8:30 p.m.
ACCOUNTING AND TAXES
5/5 R  6:00-8:30 p.m.
BUSINESS INSURANCE
5/12 R  6:00-8:30 p.m.
ADVERTISING YOUR SMALL BUSINESS
5/19 R  6:00-8:30 p.m.
DEVELOPING A BUSINESS MINDSET
5/26 R  6:00-8:30 p.m.

Location: RTDC

REGISTER EARLY! 903-510-2900
HELPING BUSINESSES GET A GOOD START.

Tyler Area Business Incubator

The Tyler Area Business Incubator was created to enhance the success of new and expanding businesses through business counseling, employee training and various other support services. The incubator encourages the development of technology based products or services which broaden the economic base of the area served by the college.

A creative consortium including Tyler Junior College, the City of Tyler and the Tyler Economic Development Council joined together to take advantage of Tyler's unique development as a center for biotechnology, medical and surgical technology, and other high-tech innovation with the creation of the Tyler Area Business Incubator.

The Tyler Area Business incubator offers even more:

• Immediate access to technical training at the Tyler Junior College West Campus, where the incubator is located
• Support from the Small Business Development Center, also located at RTDC

Tony Tadasa
Director, Tyler Area Business Incubator
903-510-2982

Easily accessible to West Loop 323 and the Tyler Industrial Park, the incubator includes 26,000 square feet for new businesses. Preference is given to businesses based on technologically innovative products or services. The Tyler Area Business Incubator is a member of Texas Business Incubator Association and National Business Incubation Association.

Only 20% of new businesses succeed.

But 80% of businesses started in a business incubator succeed.

CURRENT TABI RESIDENTS:

ABILITIES SUCCESS, INC.
Owner-Teresa Dell
214-663-9145
Suite #109

CIDER PROPERTIES
Owner-Tanya Redic
903-360-7568
Suite #121

DERBY MAX
Owner-Steve Robbins
903-780-9955
Suite #118

DIMENSION IMAGING & TECHNOLOGY SERVICES, INC.
Owner-Kevin/Carol Foley
903-592-1700
Suites #115

HOME-AID CAREGIVERS, L.L.C.
Owner-Joey Coker
903-533-1300
Suite #127

JOB JOURNEYS
Owner-Amy Wilson
903-521-0268
Suite #123

PERKS 2 U
Owner-James Johnson
903-592-2043
Suite #113

PRINCETON DIGITAL IMAGE CORP.
Owner-Tom Meagher
908-907-3377
Suite #124

ROSEMARK (Div of Ben Fitzgerald Real Estate Services)
Owner-Jerry Tate
903-597-8040
Suites #106

S.C.O.R.E. (SERVICE CORP OF RETIRED EXECUTIVES)
903-510-2975
Suites #101, #102

SHERI TAYLOR, CPA, PC
Owner-Sheri Taylor
903-571-6432
Suite #108

VU RYTE
Owner-Tom Ramey
903-592-4666
Suite #111

WINNING EDGE
Owner-Susan Ponder
214-926-6988
Suite #104
Career Development

ACCOUNTING

Getting to Know QuickBooks

This short, one night overview course will show you the basics of QuickBooks, the ideal business accounting software for small to mid-sized business owners, or nonprofit agencies, that can save you time on bookkeeping and paperwork making it easier to run your business. Topics include accounting from a small business perspective, what financial statements are, accounting principles, the use of debits and credits as used in QuickBooks, ways to check the accuracy of numbers, how QuickBooks is used in communicating with accountants, and the use of budgeting and accounting in QuickBooks. (2 hrs.)

ACNT1018 ...................................................$39
2/1     M            6:00-8:00 p.m.
Location: RTDC

Bookkeeping Basics

(ACNT1001-Beginning Bookkeeping)

Students with no bookkeeping or accounting experience will get the needed foundation from this course to develop basic accounting skills as well as an introduction to the uses of computerized accounting. After completion of this course, students will know how to differentiate between finance and accounting, grasp accounting fundamentals such as debits, credits, and double entry bookkeeping, analyze basic financial documents such as income statements and balance sheets, and use financial tools to manage performance more effectively. (18 hrs.)

Supplies: Textbook is required: Accounting Basics: An Introduction for Non-Accounting Majors, Publisher: Labyrinth

ACNT1000 ...................................................$159
2/15-3/2     MW            6:00-9:00 p.m.
Location: RTDC

Introduction to QuickBooks

(ACNT 1010 Computerized Accounting I)

This interactive course will give you skills to work with the accounting software, QuickBooks. You will learn ways of creating various types of files, the QuickBooks interface, transactions, using Help and Support, and understanding accounting. Other skills taught are managing expenses, setting up vendors, class tracking, entering bills, paying for expenses, printing checks, vendor credits, and accounts payable. Various sales and income tasks are covered including setting up customers and jobs, recording sales transactions, payment preferences, payments from customers, bank deposits, and income tracker. The course concludes with skills in customer transactions and reports including recording customer returns and credits, writing off bad debt, customer statements, sales tax and sales reports. (12 hrs.)

Prerequisites: Excel Level 1 and Bookkeeping Basics or consent of instructor.


ACNT1020 ...................................................$149
3/14-3/23     MW            6:00-9:00 p.m.
Location: RTDC

QuickBooks: Set Up, Reports, and Bank Transactions

(ACNT 1010 Computerized Accounting I)

Add to your basic skills in QuickBooks by learning ways to perform a bank reconciliation and record bank transactions, transfer money between accounts, handle bounced checks, and bank feeds. You will also learn about the available reports in QuickBooks, how to create these reports and export these to Microsoft Excel. Also included in this course are ways to make adjustments and the year-end procedures to close a company’s books. The course teaches the details of setting up a company file by choosing a start date, creating the company file, using the Chart of Accounts, QuickBooks Lists, defining account opening balances, recording open transactions, entering expenses and income, adjusting the opening balance, setting up fixed assets and loans, verifying a trial balance, closing an opening balance equity, setting the closing date and creating additional users. (12 hrs.)

Prerequisites: Introduction to QuickBooks


ACNT1019 ...................................................$149
3/28-4/6     MW            6:00-9:00 p.m.
Location: RTDC

QuickBooks 2015®: Getting Organized*

(ACNT1010—Computerized Accounting I)

Tyler Junior College School of Continuing Studies is approved by The Texas State Board of Public Accountancy to offer Continuing Professional Education (CPE) courses for Certified Public Accountants (CPAs). Learn accounting best practices with hands-on step-by-step exercises that will have you working in QuickBooks with confidence. This course includes audit trails, the trial balance, Report Grouping, customizing, time and billing, budgeting, forecasting, business planning, adjustments, and year-end procedures. (7 hrs.)

Prerequisite: QuickBooks: Set Up, Reports, and Bank Transactions or instructor approval.


ACNT1017 ...................................................$115
4/11-4/13     MW            6:00-9:30 p.m.
Location: RTDC

QuickBooks 2015®: Performing Payroll

(ACNT1010—Computerized Accounting I)

Tyler Junior College School of Continuing Studies is approved by The Texas State Board of Public Accountancy to offer Continuing Professional Education (CPE) courses for Certified Public Accountants (CPAs). Learn accounting best practices with hands-on step-by-step exercises that will have you working in QuickBooks with confidence. This course includes audit trails, the trial balance, Report Grouping, customizing, time and billing, budgeting, forecasting, business planning, adjustments, and year-end procedures. (7 hrs.)

Prerequisite: QuickBooks: Set Up, Reports, and Bank Transactions or instructor approval.


ACNT1011 ...................................................$129
4/18-4/25     MW            6:00-9:00 p.m.
Location: RTDC

About Your Instructor

Cherie Brown • Bookkeeping and Quickbooks

Cherie has over thirty years of experience in information management. She is MOUS certified in Access, Excel, PowerPoint, Word, Project and Outlook. She is HIPPA trained and is proficient in a variety of medical, transportation and business application systems. Best of all, Cherie continues to use her knowledge on a daily basis right where our students live... in the real world! When you combine the level of knowledge with Cherie’s passion for instruction, no student walks away disappointed.

REGISTER EARLY! 903-510-2900
QuickBooks 2015®, Keeping an Eye on Inventory

ACNT1010-Computerized Accounting I
Tyler Junior College School of Continuing Studies is approved by The Texas State Board of Public Accountancy to offer Continuing Professional Education (CPE) courses for Certified Public Accountants (CPAs). Businesses succeed or fail based on quality inventory procedures. Learn to enter products into inventory, order, receive and pay for inventory drive. (9 hrs.)
Prerequisite: QuickBooks: Set Up, Reports, and Bank Transactions or instructor approval.
ACNT1015 ...................................................$129
4/27-5/4 MW 6:00-9:00 p.m.
Location: RTDC

Accounting Fundamentals (online)
If you’re interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You’ll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. Other topics include writing checks, preparing an income statement and closing out accounts at the end of each fiscal period.
ACNT6001 ...................................................$109
1/13-3/4 (online)
2/10-4/1 (online)
3/16-5/6 (online)
4/13-6/3 (online)
5/18-7/8 (online)
Go to www.ed2go.com/tjc

Certified Bookkeeper (online)
The Certified Bookkeeper online training program for experienced bookkeepers is designed to prepare for national certification with the American Institute of Professional Bookkeepers (AIPB). All textbooks are included. This online program was created by the American Institute of Professional Bookkeepers (AIPB) to prepare experienced bookkeepers for the certification exam at any Prometric Test Center.
The Web-based format of this program will allow you to move at your own pace while learning in the comfort of your own home. The program consists of six separate subject areas:
- Adjusting entries
- Correction of accounting errors (including the bank reconciliation)
- Book and tax depreciation
- Basic payroll
- Merchandise inventory
- Internal controls and fraud prevention
This program includes a set of six workbooks that will help prepare you for each of the exams.
Upon registering, you’re given an initial six months to complete the program. Students will have one year (365 days) from the date of enrollment in the Certified Bookkeeper Online Training Program to submit the Application for Certified Bookkeeper Designation form to The American Institute of Professional Bookkeepers. The cost of the exam is included with this program. (140 hrs.)
OLNF6026 ...................................................$109
Go to http://careertraining.ed2go.com/tjc

Introduction to Google Analytics (online)
Nearly every business and non-profit organization has a website, and probably a Facebook page and a YouTube channel. Individuals have them too, to promote ideas, to share a vision, or to educate the public. No matter what brings you to the Web, your hope is that a lot of people see your website, your wall, your tweets, and your videos. Why else go to the trouble of sharing them?
In this course, you’ll learn to use Google Analytics to make the most of your online traffic. You’ll see how you can track not just the traffic to all of your online content, but also determine which content is the most appealing, where your visitors came from, what devices they used, how long they stayed, which links they clicked, and where they went when they left.
The course guides you step by step, report by report, through the major parts of the Google Analytics interface. From setting up your Google Analytics account and getting the all-important code you’ll need to add to your website’s pages to begin tracking your visitors, you’ll learn everything you need to know to get everything you can from the data that Google Analytics provides. You’ll even find out about Google AdWords and other tools to enhance your traffic as well as your Google Analytics reporting.
OLNF6055 ...................................................$109
1/13-3/4 (online)
2/10-4/1 (online)
3/16-5/6 (online)
4/13-6/3 (online)
5/18-7/8 (online)
Go to www.ed2go.com/tjc

PROJECT MANAGEMENT

According to the Project Management Institute, a not-for-profit professional membership association for the project, program and portfolio management profession, skilled project managers are in demand around the world. PMI offers various project management certifications which require exams offered through this organization. The following online courses are designed to prepare participants for selected exams offered by the Project Management Institute.

Project Management Fundamentals (online)
There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. If you’re organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management. If you’re new to project management, this course will provide you with the essential information you’ll need to prepare for and complete your first project. If you’re an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies. This course will also help you prepare for the internationally recognized Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute, PMI®.
BMGT6002 ...................................................$109
1/13-3/4 (online)
2/10-4/1 (online)
3/16-5/6 (online)
4/13-6/3 (online)
5/18-7/8 (online)
Go to www.ed2go.com/tjc

GENERAL INFORMATION ON CONTINUING EDUCATION POLICIES MAY BE FOUND ON PAGE 55.
**PMP® Certification Prep 1 (online)**

Learn how to prepare for the Project Management Institute’s prestigious PMP® certification exam. Master the first seven chapters of A Guide to the Project Management Body of Knowledge (PMBOK®, Guide), 5th edition—the essential resource for the PMP® certification exam. Find out about the 10 Project Management Knowledge Areas, five Process Groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you’ll encounter on the PMP® exam. Use proven learning strategies to help you absorb key terminology, concepts, and formulas.

In this, the second part of our two-part certification preparation series, your instructor will continue to demystify the PMBOK®, Guide, including relationships between inputs, tools and techniques, and outputs. You’ll also gain a strong understanding of such topics as earned value management, risk management, simulation, sensitivity analysis, and make-or-buy analysis. In addition to learning about the PMBOK®, Guide, you’ll gain insight into PMI’s code of professional responsibility and discover powerful techniques you can use to continue preparing for the PMP® exam after this course is over.

ed2go is a global Registered Education Provider for the Project Management Institute (PMI®). Registered Education Providers (R.E.P.s) offer programs and courses that are preapproved for professional development units through PMI® and have been reviewed by a project management professional (PMP®) to ensure that they meet PMI’s expectations for professional development in project management. This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMP® credential. It’s also an excellent choice for existing PMP® credential holders looking for an approved activity for PMI®’s continuing certification PDUs. At the end of this course, you’ll receive a certificate indicating your completion of PDUs equal to the number of hours of this course through ed2go, R.E.P. #3213. Please visit pmi.org to learn more about this textbook.

Supplies: Please make sure you have a copy of the 5th Edition PMBOK®, Guide for this course as it supersedes the 4th Edition. Please visit pmi.org to learn more about this textbook.

**BMGT6018 ..................................................$129**

1/13-3/4 (online)
2/10-4/1 (online)
3/16-5/6 (online)
4/13-6/3 (online)
5/18-7/8 (online)

Go to www.ed2go.com/tjc

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**PMP® Certification Prep 2 (online)**

Prepare to take—and pass—the Project Management Institute’s PMP® certification exam. Master chapters seven through 13 of A Guide to the Project Management Body of Knowledge, the most essential resource for the PMP® certification exam. Learn all about the 10 Project Management Knowledge Areas, five Process Groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you’ll encounter on the PMP® exam. Use proven learning techniques to help you absorb key terminology, concepts, and formulas.

In this, the second part of our two-part certification preparation series, your instructor will continue to demystify the PMBOK®, Guide, including relationships between inputs, tools and techniques, and outputs. You’ll also gain a strong understanding of such topics as earned value management, risk management, simulation, sensitivity analysis, and make-or-buy analysis. In addition to learning about the PMBOK®, Guide, you’ll gain insight into PMI’s code of professional responsibility and discover powerful techniques you can use to continue preparing for the PMP® exam after this course is over.

ed2go is a global Registered Education Provider for the Project Management Institute (PMI®). Registered Education Providers (R.E.P.s) offer programs and courses that are preapproved for professional development units through PMI® and have been reviewed by a project management professional (PMP®) to ensure that they meet PMI’s expectations for professional development in project management. This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMP® credential. It’s also an excellent choice for existing PMP® credential holders looking for an approved activity for PMI®’s continuing certification PDUs. At the end of this course, you’ll receive a certificate indicating your completion of PDUs equal to the number of hours of this course through ed2go, R.E.P. #3213. Please visit pmi.org to learn more about this textbook.

Supplies: Please make sure you have a copy of the 5th Edition PMBOK®, Guide for this course as it supersedes the 4th Edition. Please visit pmi.org to learn more about this textbook.

**BMGT6019 ..................................................$129**

1/13-3/4 (online)
2/10-4/1 (online)
3/16-5/6 (online)
4/13-6/3 (online)
5/18-7/8 (online)

Go to www.ed2go.com/tjc

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**Introduction to Professional Event Planning (online)**

This course reveals how all the pieces in the event planning process fit together to make any size or type of event successful, whether it’s for your family or friends, your employer, or your favorite charity. It helps you avoid common pitfalls, embarrassing errors, and costly mistakes. It provides you with a solid educational foundation in event planning that will impress your current boss or future employers. And if you’re a very experienced planner just looking for a few ideas, it presents you with exceptional resources you probably didn’t know existed and can use in your own business.

Each lesson covers a completely new topic, every one important to planning a successful event. You’ll learn about themes, venues, menus,
entertainment, décor, and much, much more. You will develop skills, find resources, and gain confidence to plan any event. You'll discover proven tips, tools, techniques, and procedures that will make event planning easier for you. You’ll gain access to event industry information compiled by and for event industry professionals and learn ways to meet other event and meeting planners and to join a professional association or industry group.

HAMG6091 ..................................................$109
1/13-3/4 (online)
2/10-4/1 (online)
3/16-5/6 (online)
4/13-6/3 (online)
5/18-7/8 (online)
Go to www.ed2go.com/tjc

GRANT WRITING

Let's Write a Grant for That!
(ETWR1000—Grant Writing)

Have you ever heard that from one of your board members? Grants are a great way to find extra money for your organization and its projects, but it’s not as easy as it sounds, especially if you are new to seeking grants and writing proposals.

In this beginner class you will learn how to navigate through the world of grants, including understanding grant terminology, planning a project funder will like, and basic proposal writing skills. During the class you will complete a basic project plan and write a simple letter proposal. We will end the class with a critique of each proposal.

Supplies: Textbook is optional. The Complete Book of Grant Writing, Publisher: Sourcebooks, Inc
Note: This class is not for individuals seeking grants for for-profit businesses.

ETWR9003 ....................................................$79
2/11 R 9:00 a.m. -5:00 p.m.
2/13 S 9:00 a.m. -5:00 p.m
Location: RTDC

How to Survive (and Thrive) as a New Nonprofit
(BMGT1012 Fundamentals of Management)

Congratulations! Your nonprofit has just received its stamp of approval from the IRS or you know it's coming soon. So, what do you do next to stay legal, grow your organization, and get organized for now and the future? This course is packed with the vital information and advice you need to get started and keep your nonprofit performing at its peak. From information on the various aspects of a nonprofit organization to the details of what is needed for the life of your organization, this course will help you plan ways to execute for the long haul. Topics include the life cycle of a nonprofit, programs and services, programs and services, governance and board issues, systems and operations/legal issues, finances and fundraising, and marketing and community awareness. A free online guide with additional resources will be provided at the conclusion of the course, which is designed for new nonprofits and new nonprofit leaders or those anticipating approval from the IRS. (7 hrs.)

BMGT1012 ....................................................$79
2/20 S 9:00 a.m. -5:00 p.m.
Location: RTDC

Developing Your Grant Strategy
(ETWR1000—Grant Writing) The difficult part of winning grants for your non-profit organization is finding the right funders who match your mission. In this course, you will join an experienced grant writer in our computer lab for hands-on searches of ways to find grant funding for a project. Topics include developing your decision scale, creating project descriptions, identifying grant sources, locating free and paid grant resources, creating your grant strategy, and the importance creating your grant calendar. (7 hrs.) Prerequisites: Let’s Write a Grant for That, or consent of instructor.
Supplies: Textbook is optional. The Complete Book of Grant Writing, Publisher: Sourcebooks, Inc

ETWR 1000 .....................................................$79
2/27 S 9:00 a.m. -5:00 p.m.
Location: RTDC

Cell Phone Policy
Use of cell phones during class is disruptive to other students and the instructor. If you must bring your cell phone or pager to class, make sure you turn the ringer off. If you need to take or make a call, quietly leave the room.

About Your Instructor

Jo McMahan • Grant Writing

Jo McMahan has over 20 years’ experience in writing proposals and winning grants, along with training others in the art and science of grant seeking. Jo has written grants for Tyler Independent School District, The University of Texas Health Center at Tyler, and for almost every type of nonprofit organization. She has written and won grants from foundations, corporations, individuals, as well as State and Federal agencies. Jo has lived most of her life in Tyler, and has made it a point to understand the needs of local nonprofits as well as local foundations. She will take new and seasoned grant seekers through every aspect of the grant seeking process, from start to finish. Jo is still a player in the grant seeking game, as she is a contract grant writer and consultant for nonprofits locally and throughout the state.

WWW.TJC.EDU
**Introduction to AutoCAD 2016**

(DFTG1014-Introduction to Computer Assisted Drafting and Design)

Topics include learning the AutoCAD interface and using basic interface commands; how to set up drawings and templates; how to personalize your work environment; learn the different methods of drawing and editing; learn basic object commands such as drawing lines, circles, arcs, ellipses, polygons, polygons, and rectangles; learn the different types of line standards; create and use layers; learn basic view tools and controlling draw order; learn the properties of viewpoints; introduction to printing and plotting; and learn the benefits of object snap modes and object tracking.

(20 hrs.)


**DFTG1014 ...................................................$269**

1/25-2/22 M 6:00-9:40 p.m.
Location: TBA

**AutoCAD 2016 Intermediate**

(DFTG1050-Computer Assisted Drafting and Design I)

Topics include learning various construction tools such as creating parallel offsets, point drawing, construction lines and rays; an understanding of multiview drawings; creating Text Styles and understanding text standards and composition; learn how to add text into drawings as both multiline text and singe line text; learn how to manipulate, edit and spell check text; learn how to modify elements using commands such as Fillet, Chamfer, Blend, Break, and Join; learn how to Trim, Extend, Lengthen, Stretch, Scale and Explode objects; learn how to arrange objects using the Move, Copy, Rotate and Mirror commands; learn how to create multiple objects using the Array command; learn the benefits of using Grips; and learn various filter commands. (20 hrs.)


**DFTG1050 ...................................................$269**

2/29-4/4 M 6:00-9:40 p.m.
Location: TBA

**AutoCAD 2016 Advanced**

(DFTG2004-Computer Assisted Drafting and Design II)

Topics include editing and manipulating polylines; obtaining drawing information through the Measure command; using the List command to gather data on an element; using the QuickCalc palette; understanding Dimension Standards and creating new Dimension Styles; learning how to dimension objects using various dimension commands such as Linear, Aligned, Angular, etc.; understanding dimension tolerances; learn how to edit dimensions; create multiptle styles and annotate drawings; create Tables and insert into drawings; create and edit Hatch Patterns; construct and insert Blocks; learn how to set up Layout space; learn how to plot from Layout space; and learn how to use External Reference files. (20 hrs.)


**DFTG2004 ...................................................$269**

4/11-5/2 M 6:00-9:40 p.m.
Location: TBA

**REAL ESTATE**

**Educational Requirements for Prospective Licensees Sales Associate**

According to the Texas Real Estate Commission, students must earn a minimum of 180 classroom hours. These 180 classroom hours must include the required core courses of: Real Estate Principles (60 hours), Real Estate Law of Agency (30 hours), Real Estate Law of Contracts (30 hours), Promulgated Contracts (30 hours), and Real Estate Finance (30 hours). Licensee will be for 2 years and for the first renewal student must complete 90 additional classroom hours of other core courses. After the first 2 years licensure will be for 2 year periods with the required MCE (Mandatory Continuing Education) courses to renew.

**Broker License**

Students must earn 900 classroom hours. Of these 900 classroom hours, a minimum of 270 classroom hours must be designated “Core Real Estate Courses.” The student also must hold an active salesperson’s license in Texas for four years. To receive credit for any core real estate course, students must attend 100% of the course. No make-up sessions are scheduled. Students must also achieve a minimum passing score of 70% on the final exam required for each real estate core course.

MCE CREDIT: Core courses may be accepted for satisfying MCE requirements. Students must attend 100% of the core course and pass the written final exam with a score of 70% or higher. To receive MCE credit for a core course, must not have taken that course in the prior three-year period. (TREC 535.71) Applicants for a salesperson license can apply without a sponsoring broker and, upon meeting all qualifications, will be issued an “inactive” license. To begin the practice of real estate, a new licensee will then obtain a sponsoring broker and pay the fee ($20) for issuance of an active license.

For more information on educational and legal requirements, contact the Texas Real Estate Commission at (512) 936-3000 or www.trec.state.tx.us.

The Real Estate program is offered year-round. Check the next continuing education course schedule for additional Real Estate courses.

**Chronological Listing of Real Estate Courses**

- **3 days per course**
  - TWR 8 a.m.-6 p.m.
  - 1/5-1/7 FINANCE
  - 1/12-1/14 MARKETING
  - 1/19-1/21 PRINCIPLES I
  - 1/26-1/28 PRINCIPLES II
  - 2/2-2/4 LAW OF AGENCY
  - 2/9-2/11 LAW OF CONTRACTS
  - 2/16-2/18 PROMULGATED CONTRACTS
  - 2/23-2/25 FINANCE
  - 3/1-3/3 INVESTMENTS
  - 3/8-3/10 LAW OF AGENCY
  - 3/15-3/17 PROMULGATED CONTRACTS
  - 3/22-3/24 FINANCE
  - 3/29-4/1 PROMULGATED CONTRACTS
  - 4/5-4/7 FINANCE
  - 4/12-4/14 APPRAISAL
  - 4/19-4/21 PRINCIPLES I
  - 4/26-4/28 PRINCIPLES II
  - 5/3-5/5 LAW OF AGENCY
  - 5/10-5/12 LAW OF CONTRACTS
  - 5/17-5/19 PROMULGATED CONTRACTS
  - 5/24-5/26 FINANCE
  - 5/31-6/2 MARKETING

*Required 30-Hour Core Courses

---

**About Your Instructor**

**Douglas W. Galloway • AutoCAD**

Doug Galloway been teaching computer-aided drafting classes in the continuing education program for more than 16 years. He holds a bachelor of science degree in computer science from The University of Texas at Tyler.

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**Cell Phone Policy**

Use of cell phones during class is disruptive to other students and the instructor. If you must bring your cell phone or pager to class, make sure you turn the ringer off. If you need to take or make a call, quietly leave the room.

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**REGISTER EARLY! 903-510-2900**
Real Estate Principles I*  
(RELE1002-Principles of Real Estate [Texas Specific])  
An overview of licensing as a real estate broker and salesperson, ethics of practice, titles to and conveyance of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics. Also includes federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. (30 hrs.)  
Supplies: Textbook is required. Modern Real Estate Practice in Texas, 16th Edition Dearborn Publishers  
RELE1002 ...................................................$195  
1/19-1/21 TWR 8:00 a.m.-6:00 p.m.  
4/19-4/21 TWR 8:00 a.m.-6:00 p.m.  
Location: RTDC

Real Estate Principles II*  
(RELE1002-Principles of Real Estate [Texas Specific])  
An overview of licensing as a real estate broker and salesperson, ethics of practice, titles to and conveyance of real estate, legal descriptions, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics. Also includes federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. (30 hrs.)  
Supplies: Textbook is required. Modern Real Estate Practice in Texas, 16th Edition Dearborn Publishers  
RELE1003 ...................................................$195  
1/26-1/28 TWR 8:00 a.m.-6:00 p.m.  
4/24-4/28 TWR 8:00 a.m.-6:00 p.m.  
Location: RTDC

Real Estate Law of Agency*  
(RELE2002-Law of Agency [Texas Specific])  
A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent’s authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures and the disclosure of agency. (30 hrs.)  
RELE2002 ...................................................$195  
2/2-2/4 TWR 8:00 a.m.-6:00 p.m.  
3/15-3/17 TWR 8:00 a.m.-6:00 p.m.  
5/3-5/5 TWR 8:00 a.m.-6:00 p.m.  
Location: RTDC

Real Estate Law of Contracts*  
(RELE1018-Real Estate Law/Contracts)  
This course includes the elements of a contract, offer and acceptance, the statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to the use of adopted forms, and owner disclosure requirements, real estate contracts/principles involved in promulgating contracts. Included are contracts for VA, FHA, conventional, and owner financed. (30 hrs.)  
RELE1018 ...................................................$195  
2/9-2/11 TWR 8:00 a.m.-6:00 p.m.  
3/22-3/24 TWR 8:00 a.m.-6:00 p.m.  
5/10-5/12 TWR 8:00 a.m.-6:00 p.m.  
Location: RTDC

Real Estate Finance*  
(RELE1020-Real Estate Finance [Texas Specific])  
An overview of the U.S. monetary system, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative instruments, laws affecting mortgage lending, and the State Housing Agency. (30 hrs.)  
RELE1020 ...................................................$195  
1/5-1/7 TWR 8:00 a.m.-6:00 p.m.  
2/23-2/25 TWR 8:00 a.m.-6:00 p.m.  
4/5-4/7 TWR 8:00 a.m.-6:00 p.m.  
5/24-5/26 TWR 8:00 a.m.-6:00 p.m.  
Location: RTDC

Promulgated Contracts*  
(RELE1091-Special Topics in Real Estate)  
Purchase agreements and an in-depth analysis of Texas Real Estate Commission (TREC) forms for new licensees and seasoned practitioners. This course covers the mandatory topics for the 30-hour requirement. Case studies provide students with practice using TREC promulgated forms. Topics include Contract Law, parties, property, covenants, commitments, notices, closing, possession, and other forms.  
RELE1091 ...................................................$195  
2/16-2/18 TWR 8:00 a.m.-6:00 p.m.  
3/29-3/31 TWR 8:00 a.m.-6:00 p.m.  
5/17-5/19 TWR 8:00 a.m.-6:00 p.m.  
Location: RTDC 112

Real Estate Appraisal  
(RELE1004-Real Estate Appraisal [Texas Specific])  
A study of the central purposes and functions of an appraisal, social and economic determinant of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. This course is designed to develop an understanding of the principles of appraisals used in estimating market value of real property. Includes techniques and factors considered in appraising residential property. (30 hrs.)  
RELE1004 ...................................................$195  
4/12-4/14 TWR 8:00 a.m.-6:00 p.m.  
Location: RTDC

Real Estate Marketing  
(RELE1022-Real Estate Marketing [Texas Specific])  
A study of real estate professionalism and ethics; characteristics of successful salespersons; time management; psychology of marketing; listing procedures; advertising; negotiating and closing financing; and the deceptive trade practice act, customer protection act, and commercial code. (30 hrs.)  
RELE1022 ...................................................$195  
1/12-1/14 TWR 8:00 a.m.-6:00 p.m.  
5/31-6/2 TWR 8:00 a.m.-6:00 p.m.  
Location: RTDC

Real Estate Investments  
(RELE1008-Real Estate Investment)  
Financing, evaluation, and management of real estate investment. Emphasis on real estate investment characteristics, techniques of investment analysis, time-valued money, discounted investment criteria, leverage, and applications to property tax implications of owning real estate. (30 hrs.)  
RELE1008 ...................................................$195  
3/1-3/3 TWR 8:00 a.m.-6:00 p.m.  
Location: RTDC

MA Y BE FOUND ON PAGE 55.

GENERAL INFORMATION ON CONTINUING EDUCATION POLICIES MAY BE FOUND ON PAGE 55.

WWW.TJC.EDU
New! Online and Hybrid TREC approved Pre-License Real Estate courses that combine live lecture with online course study.

Principals of Real Estate (online only)
(RELE1034 Principles of Real Estate)
A complete overview of licensing as a broker or salesperson. Includes ethics of practice as a license holder; titles to and conveyance of real estate; legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property; appraisal, finance and regulations; closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. Fulfills the 4 semester hours of Principles of Real Estate required for salesperson license. (64 hrs.)
RELE1034 ....................................................$462
1/19-5/12 (online)

Real Estate Finance (hybrid)
(RELE1019—Real Estate Finance)
Monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity laws affecting mortgage lending, Community Reinvestment Act, and the state housing agency. (32 hrs.)
RELE 1219 ....................................................$284
1/19-3/18 T (hybrid) 12:40-2:20 p.m.
1/19-3/18 T (hybrid) 5:30-7:20 p.m.
Location: Pirtle Technology

Real Estate Mathematics (hybrid)
(RELE1025—Real Estate Mathematics)
Basic arithmetic skills. Includes mathematical logic, percentages, interest, time value of money, depreciation, amortization, proration, and estimation of closing statements. (48 hrs.)
RELE 1325 ....................................................$373
3/22-5/12 T (hybrid) 12:40-2:20 p.m.
3/22-5/12 T (hybrid) 5:30-7:20 p.m.
Location: Pirtle Technology

Law of Agency (hybrid)
(RELE2088—Internship - Real Estate)
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite(s): Approval of instructor. (144 hrs.)
RELE 2201 ....................................................$284
1/19-3/18 R (hybrid) 12:40-2:20 p.m.
1/19-3/18 R (hybrid) 5:30-7:20 p.m.
Location: Pirtle Technology

Understanding Islam and Muslims in the Workplace: New Challenges for American Employers and HR Personnel
(REDT2000 Professional Development: Education, General)
What happens in the Middle East affects not only the local people and nations but the entire world. With 1.6 billion Muslims in the world and 5 million in the U.S.A., US based companies are employing more and more young Muslim men and women. With this increase comes a greater need for HR practitioners to be aware of the respective cultural sensitivities. Since September 11 events, there are lots of misunderstandings about the Middle East and Islam. This presentation will discuss how September 11 changed our lives in the U.S. Then the importance of the Middle East and Islam will be analyzed. Finally, mutual misconceptions and misunderstandings about the Middle East, Islam and the Arab World and the U.S.A. will be explained. The current state of affairs between the U.S. and Muslim countries in the Middle East will be analyzed. The growing population of Muslims provides an opportunity for businesses. While there are perceived challenges, these can be addressed by education and reasonable accommodation, along with the organization's established human resource practices. (7 hrs.)
HUMA 1303 ....................................................$20
4/2 S 9:00 a.m.-5:00 p.m.
Location: OHPE 208

Cell Phone Policy
Use of cell phones during class is disruptive to other students and the instructor. If you must bring your cell phone or pager to class, make sure you turn the ringer off. If you need to take or make a call, quietly leave the room.
Broadband Technician
(ECT 2035 Telecommunications)
Are you interested in working in the telecommunications service industry? This course is designed to prepare you to successfully enter that field working as a Broadband Technician. Students will learn how to complete work orders and installs in customer’s homes. Training includes: Aerial Safety, Installation Mechanics and Requirements, High-Speed Internet Installation, Telephony Installation and Troubleshooting. Additionally, students will learn the mechanics of telephone pole and ladder climbing, industry safety and regulations as well as industry policies and procedures.

NASM Personal Training Certification Program
The National Academy of Sports Medicine (NASM) 8 Week Personal Trainer Program is designed to prepare a student for employment as a NASM Certified Personal Trainer who is qualified to work in a health club setting, as an independent fitness professional or in other settings such as medical facilities or corporate wellness. The Program aligns scientific content areas, laboratory performance domains and occupational skills for students to get a blend of classroom and hands-on learning. Upon successful completion of the NCCA-accredited certification exam, graduates earn the distinction as a Certified Personal Trainer (CPT) from NASM. Exam voucher included. (80 hrs.)

Professional Truck Driver I
General truck driving with hands-on skill development and instruction coordinated with the Department of Transportation. (100 hrs.)

Professional Truck Driver II
A continuation of Professional Truck Driver I. General truck driving with hands-on skill development and instruction coordinated with the Department of Transportation. (100 hrs.)

Tuition and Fees
Tuition includes the cost of the physical exam and the Commercial Drivers License. CTS is approved and regulated by the Texas Workforce Commission, Proprietary Schools Section, Austin, Texas. For more information, contact CTS at 903-596-7744 or Tyler Junior College, School of Continuing Studies at 903-510-2900. Prescreening of applicants is made through CTS.

Farm & Ranch Welding
(WLDG1091-Special Topics in Welder/Welding Technologist)
This course is designed for the beginning welder who has limited or no welding experience. The emphasis is on basic practical welding of steel for home or farm use. Safety will be emphasized with supervised lab practice in gas welding, cutting, brazing, soldering and arc welding. Various welding equipment and welding techniques will be surveyed. (24 hrs.) (Class limit 10)


Farm and Ranch Welding, Level 2
(WLDG1015-Maintenance Welding)
This course is a follow up to Farm and Ranch Welding. Topics include reading simple blueprints with basic lines, views, welding symbols and abbreviations; welding of various butt joints, lap joints, T joints, and outside corners; plasma cutting; and flux cored arc welding. The course will conclude by applying the learned skills to complete a class project. (24 hrs.) (Class limit 10)

Prerequisites: WLDG1060 Farm and Ranch Welding


Farm & Ranch Welding
(WLDG1317--Introduction to Layout and Fabrication)
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. (48 hrs.)

Prerequisite: Approval of instructor and class space availability

HELP A GOOD CLASS MAKE!
INVITE A FRIEND TO CLASS.
903-510-2900
**Introduction to Gas Tungsten Arc Welding (TIG GTA W)**  
(WLDG1034 – Introduction to Gas Tungsten Arc (GTA W) Welding)  
An introduction to the principles of gas tungsten arc welding (GTA W), setup/use of GTA W equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. (96 hrs.)  
Prerequisite: Approval of instructor and class space availability  
WLDG1034 .................................................. $622  
1/19-3/18 MTWR 7:00-10:20 a.m.  
1/19-3/18 MTWR 1:00-4:20 p.m.  
1/19-3/18 MTWR 6:00-9:20 p.m.  
Location: STC

**Advanced Shielded Metal Arc Welding (SMAW)**  
(WLDG2043 – Advanced Shielded Metal Arc Welding (SMAW))  
Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open groove joints in all positions. (128 hrs)  
Prerequisite: Approval of instructor and class space availability  
WLDG2043 .................................................. $622  
1/19-3/18 MTWR 7:00–10:20 a.m.  
1/19-3/18 MTWR 1:00–4:20 p.m.  
1/19-3/18 MTWR 6:00–9:20 p.m.  
Location: STC

**Advanced Gas Tungsten Arc Welding (TIG GTA W)**  
(WLDG2051 – Advanced Gas Tungsten Arc Welding (GTAW))  
Advanced topics in GTA W welding, including welding in various positions and directions. (128 hrs.)  
Prerequisite: Introduction to Gas Tungsten Arc Welding (GTAW) and approval of instructor and class space availability  
WLDG2051 .................................................. $622  
3/21-5/12 MTWR 7:00-10:20 a.m.  
3/21-5/12 MTWR 1:00-4:20 p.m.  
3/21-5/12 MTWR 6:00-9:20 p.m.  
Location: STC

**Introduction to Gas Metal Arc Welding (MIG GMAW)**  
(WLDG1030 – Introduction to Gas Metal Arc Welding (MIG GMAW))  
A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools and equipment. Instruction of various joint designs. Terms and definitions, safety procedures, characteristics of short-circuit transfer and spray arc transfer, welding of T-joints and butt joints in different positions (128 hrs.)  
Prerequisite: Approval of instructor and class space availability  
WLDG1030 .................................................. $622  
3/21-5/12 MTWR 7:00-10:20 a.m.  
3/21-5/12 MTWR 1:00-4:20 p.m.  
3/21-5/12 MTWR 6:00-9:20 p.m.  
Location: STC 156

**Cell Phone Policy**  
Use of cell phones during class is disruptive to other students and the instructor. If you must bring your cell phone or pager to class, make sure you turn the ringer off. If you need to take or make a call, quietly leave the room.
TJC FIRE ACADEMY

General Guidelines

Tuition and Fees
The tuition and fees for this course do not cover the cost of uniforms and/or other equipment that a cadet will be responsible for supplying. Bunkergear may be rented through the college, or may be furnished by the sponsoring Fire Department, pending the Director’s approval. Space is limited, so interested parties should register early. Contact Jerry Eastman Fire Academy Director at TJC’s West Campus, 1530 SSW Loop 323, Tyler, TX 75701-2546 for an application or call the office at (903) 510-3205 or email jeas@tjc.edu.

Basic Fire Suppression Academy
Upon successfully passing the state exam, graduates will receive certification as Fire Fighter I, Fire Fighter II, Hazmat Awareness and Hazmat Operations. They also qualify for national accreditation by the International Fire Service Accreditation Congress (IFSAC).

BASIC FIRE SUPPRESSION ACADEMY.........$1600
Call 903-510-2404 for application deadline.
2/8/5/2 MTWRF 8:00 a.m.-5:00 p.m.
Location: RTDC

Awarded Credit Hours
Once a student receives firefighter certification and upon application with 3 credit hours to Tyler Junior College, credit may be awarded for up to 15 hours of college credit.

About Your Instructor

Jerry Eastman • Fire Academy Director
Jerry Eastman has been a Certified Firefighter for over 34 years, and has served as Battalion Chief and Assistant Fire Marshal for a nearby city for many years. Jerry is a Master Peace Officer, Master Firefighter, Master Inspector, Master Arson Investigator, TCOLE and TCFP Certified Instructor, and an EMT. Jerry holds a degree in Fire Protection Technology. He is a member of the East Texas Arson Investigators’ Association and the State Firemen’s and Fire Marshals’ Association of Texas, International Society of Fire Service Inspectors and the Northeast Texas Firemen and Fire Marshal’s Association. He has been a Fire Academy Instructor for over 24 years.

TJC LAW ENFORCEMENT ACADEMY

General Guidelines
Students must meet the Texas Commission on Law Enforcement (TCOLE) requirements for attendance.

Tuition and Fees
The tuition and fees for this course do not cover the cost of uniforms and/or other equipment a cadet will be responsible for supplying. Some of the additional equipment may be furnished by the sponsoring agency. Space is limited so interested parties are encouraged to inquire early. Information is available at TJC’s West Campus, 1530 SSW Loop 323, or by calling Jeanine Grimes at 903-510-2404 or Herb Hayter at 903-510-2167.

Basic Peace Officer Academy
The Basic Peace Officer Academy includes all sections, which must be completed in sequence to constitute the TCOLE-approved Basic Peace Officer Course. Students must register all the sections concurrently.

BASIC PEACE OFFICER ACADEMY .......... $999
Awarded Credit Hours
Once a student successfully passes the state peace office-licensing exam and upon application with 3 credit hours at Tyler Junior College, credit may be awarded for up to 12 hours of college credit.

Classes available for consideration are:

CRJ 1000 ............ BASIC PEACE OFFICER I
CRJ 1001 ............ BASIC PEACE OFFICER II
CRJ 1002 ............ BASIC PEACE OFFICER III
CRJ 1003 ............ BASIC PEACE OFFICER IV
CRJ 1005 ............... PATROL PROCEDURES
SUPPLEMENTAL PEACE OFFICER
CJLE2059 ................................................. $375

Herbert Hayter • Law Enforcement Academy Director
Lt. Herbert Hayter began his career in Law Enforcement in 1975 with the Tyler Police Department. It was here that he conducted their first “Citizen’s” Police Academy. He retired in 2008 and later began a 2nd career at Tyler Jr. College. Lt. Hayter holds a Master’s Peace Officer Certificate, and is a TCOLE certified Instructor with over 3000 training hours. He’s also a graduate of Bill Blackwood’s Law Enforcement Management Institute of Texas (LEMIT).
**COMPUTERS & INFORMATION TECHNOLOGY**

**Where Do I Begin?**
You should have a good understanding of Computer Basics PRIOR to taking any of the other Computer software courses. TJC offers state-of-the-art education and training for people interested in working in today's ever-changing technology rich business environment. Learn to use today's most popular software on current industry standard equipment. Or, if the traditional classroom doesn't fit your busy schedule, online classes are also available.

**The Basics**
Computer Basics
Windows 8 with Internet Application

**Professional Skills**
Microsoft Word
Microsoft Excel
QuickBooks
Microsoft Office

**Introduction to Computers**
(ITS1012-Beginning Computers)
This course is designed for the novice computer user. It is intended to be an overview of computer components, operating systems, and applications software. It utilizes a hands-on approach that prepares you to take other computer courses. Skills building is accomplished in follow-on courses. Textbook is provided. (12 hrs.)

**Computer Basics**
(ITS1012-Introduction to Computer Operating Systems)
This information-packed introductory course is designed to provide workforce skills through hands-on computer lab experience in learning basic computer components, terminology, and the Windows 8 environment. You will learn how to navigate your computer and manage files and folders. In addition, you will explore different software packages on your computer such as word processing, spreadsheets, and presentation programs. You will also be introduced to the Internet, search engines, and email. No computer experience required. Textbook is provided. (12 hrs.)

ITSC1012 .....................................................$149
1/12-1/21 TR 6:00-9:00 p.m.
4/9-4/16 S 9:00 a.m.-4:00 p.m.
Location: RTDC

**Windows 8 with Internet Application**
If you've learned the basics of computer usage, this course will show you even more things your computer can do for you. Learn how to manage windows and folders, sort and filter files, run programs, manage security settings and to take advantage of Windows's multimedia features for photos, music and videos. Other topics include the customization and configuration of Internet Explorer. Learning is reinforced with plenty of illustrations and practical, hands-on projects and exercises that allow students to apply what they've learned. (12 hrs.)

Supplies: Textbook is required: Windows 8, Student Manual. Publisher: Axzo Press
Prerequisite: Introduction to Computers, Computer Basics or consent of instructor.

ITSC8005 ..................................................$139
3/15-3/31 TR 2:00-4:00 p.m.
Location: RTDC

ITSW1027 ..................................................$99
4/5-4/21 TR 2:00-4:00 p.m.
Location: RTDC

**Introduction to Windows 10**
(online)
Welcome to Windows 10, the completely new operating system from Microsoft, which offers a more robust, more powerful, and completely unique computing experience. In this course, you'll gain the foundation you need to get started right away using Windows 10. We’ll begin with the basics: finding your way around the operating system. You’ll get to know the expanded Start menu, desktop, and system settings so you can feel right at home. Next, you’ll learn to customize the features of this operating system and personalize your desktop so you can make your computer truly your own.

Then we’ll take a look at files. You’ll see how File Explorer can help you manage your files, and learn to create basic text documents using WordPad.

From to finding files and folders, to organizing and editing photos, to managing files on external drives, you'll learn everything you need to know about getting the most from this operating system. And since security is important, you'll also learn how to protect your files, as well as how to protect and update Windows 10. You’ll even see how to use the new Microsoft Edge browser to access the Internet.

By the time you finish this course, you’ll have mastered the basic skills you need to get the most from Windows 10 for both work and play.

OLNF6057 ..................................................$109
1/13-3/4 (online)
2/10-4/1 (online)
3/16-5/6 (online)
4/13-6/3 (online)
5/18-7/8 (online)
Go to www.ed2go.com/tjc

**Office 2013 Basic: Word, Excel and Powerpoint**
(ITS1022--Introduction to Computer Applications in Business)
Get the information and tips that not only explain how to perform a task, but why you need this procedure and when it's best to use it. This short nine-hour course is designed for students with basic computer knowledge to get an overview of Word, Excel and PowerPoint. Topics include methods of using Word to navigate and select techniques, edit text, choose page layout, and proofing and printing documents. Students will use Excel to navigate workbooks, enter and edit data, modify a worksheet, use basic functions, format worksheets, print and create charts. PowerPoint topics include how to create a presentation, select a theme, create and organize slides, use slide transitions, add notes, work with placeholders, and preview and output the show. (9 hrs.)

Prerequisite: Computer Basics or Introduction to Computers of consent of instructor


ITSC1026 ..................................................$99
4/26-5/3 TR 2:00-5:00 p.m.
4/23 S 8:30 a.m.-5:30 p.m.
Location: RTDC

**HELP A GOOD CLASS MAKE!**
INVITE A FRIEND TO CLASS.
903-510-2900

**Register Early! 903-510-2900**

**FAST & CONVENIENT**
Order your textbooks online at www.efollett.com
Microsoft Word 2013, Level One

(POF11024 Word Processing Applications I)

Join our certified instructor in our computer lab for an interactive course on the basic functions and features of Word 2013. After an introduction to Word’s window components, students will learn how to use the Help system and navigate documents. Then they will enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options.

Prerequisites: Introduction to Computers, Computer Basics or consent of instructor.

Supplies: Textbook is required: Word 2013: Basic

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<th>Start Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<td>1/26-1/28</td>
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<td>2/9-2/11</td>
<td>TR</td>
<td>6:00-9:30 p.m.</td>
<td>RTDC</td>
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Microsoft Word 2013, Level Two

(POF11024 Word Processing Applications I)

This course follows on the skills taught in Word 2013, Level One. Topics include how to create tables, insert headers and footers, proof and print documents, and insert graphics.

Prerequisites: Microsoft Word 2013, Level One or consent of instructor.

Supplies: Textbook is required: Word 2013: Basic

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Days</th>
<th>Time</th>
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<td>2/16-2/18</td>
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Microsoft Excel 2013, Level One

(ITSW1022--Introduction to Electronic Spreadsheets)

Join our certified instructor in our computer lab for an interactive course on the basic functions and features of Excel 2013. After an introduction to spreadsheet terminology and Excel’s window components, students will learn how to use the Help system navigate and modify worksheets and workbooks and work with formulas and functions.

Prerequisites: Introduction to Computers, Computer Basics or consent of instructor.

Supplies: Textbook is required: Excel 2013: Basic

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<th>Course Code</th>
<th>Start Date</th>
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<td>ITSW1046</td>
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<td>ITSW1048</td>
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Microsoft Excel 2013, Level Two

(ITSW1022--Introduction to Electronic Spreadsheets)

This course follows on the skills taught in Excel 2013, Level One. Topics include how to enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

Prerequisites: Microsoft Excel 2013, Level One or consent of instructor.

Supplies: Textbook is required: Excel 2013: Basic

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Microsoft Excel® 2013, Intermediate*

(ITSW1046-Intermediate Spreadsheets)

Tyler Junior College School of Continuing Studies is approved by The Texas State Board of Public Accountancy to offer Continuing Professional Education (CPE) courses for Certified Public Accountants (CPAs).

This course builds on the skills and concepts taught in Excel 2013, Basic. Students will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including styles, themes, backgrounds, and watermarks. They will also learn how to create outlines and subtopics, how to create and apply cell names, and how to work with lists and tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and save a workbook as a PDF file. This course also covers advanced charting techniques, worksheet auditing and protection, file sharing and merging, and workbook.(12 hrs.)

Prerequisites: Excel Level Two or consent of instructor.

Supplies: Textbook is required: Excel 2013: Intermediate. Publisher: Logical Operations

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Advanced Microsoft Excel 2013 (online)

Most organizations rely heavily on Excel to consolidate, analyze, and report financial information. This online course, taught in six-weeks, will show you how to work with the additional analysis tools provided by Excel add-ins and become skilled in using validation to protect the integrity of your worksheets from less experienced users. Topics include how to add functional and eye-catching custom controls to any worksheet and how to use scenarios and data tables to quickly perform what-if data analyses. You’ll discover advanced techniques for PivotTables, creating Timelines, calculated fields, and calculated items. You’ll also learn how to use Excel’s consolidation function to efficiently summarize data from multiple sources, how to import external data, and master the art of conditional formatting to highlight duplicate entries and other common worksheet problems. (24 hrs.)

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<td>ITSW 6029</td>
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Introduction to Microsoft Outlook 2013 (online)

The goal of this course is to teach you what you really need to know to be productive with Outlook 2013, giving instruction in the new Windows 8 style look and feel, sending, receiving, and managing your mail, and using tools such as the calendar, tasks, and to-dos so you can manage your schedule and get your work done. You’ll also learn about the redesigned Contacts section of Outlook (now called People). You’ll discover how Outlook can connect to your social networks, and discuss the pros and cons of making those connections. Introduction to Outlook 2013 dedicates an entire lesson to the instructor’s favorite Outlook tips and tricks. Whether you’re new to Outlook or you’ve been using it for years, you’re sure to learn something useful in every lesson.

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*Online courses may only be available to residents of Texas.
Introduction to Google Analytics (online)

Nearly every business and non-profit organization has a website, and probably a Facebook page and a YouTube channel. Individuals have them too, to promote ideas, to share a vision, or to educate the public. No matter what brings you to the Web, your hope is that a lot of people see your website, your wall, your tweets, and your videos. Why else go to the trouble of sharing them?

In this course, you’ll learn to use Google Analytics to make the most of your online traffic. You’ll see how you can track not just the traffic to all of your online content, but also determine which content is the most appealing, where your visitors came from, what devices they used, how long they stayed, which links they clicked, and more.

The course guides you step by step, report by report, through the major parts of the Google Analytics interface. From setting up your Google Analytics account and getting the all-important code you’ll need to add to your website’s pages to begin tracking your visitors, you’ll learn everything you need to know to get everything you can from the data that Google Analytics provides. You’ll even find out about Google AdWords and other tools to enhance your traffic as well as your Google Analytics reporting.

OLNF6055 ...................................................$109

1/13-3/4 (online)
2/10-4/1 (online)
3/16-5/6 (online)
4/13-6/3 (online)
5/18-7/8 (online)

Go to www.ed2go.com/tjc

Introduction to Networking (online)

Businesses, schools, and other organizations are becoming increasingly reliant on computer networks, which explains why workers with networking skills are in high demand. If you’d like to learn the fundamentals of computer networking in terms you can easily understand, this course is for you. Learn why networks have become so important, how software and hardware makes networking possible, and how networks function. This course will give you the foundation you need to begin training for CCNA Certification or employment in a computer networking career.

ITNW6002 ...................................................$109

1/13-3/4 (online)
2/10-4/1 (online)
3/16-5/6 (online)
4/13-6/3 (online)
5/18-7/8 (online)

Go to www.ed2go.com/tjc

Cisco® CCNA® Certification Training

The CCNA certification indicates a professional level of knowledge and a foundation in basic networking. This program incorporates the objectives for the Cisco CCNA exam, focusing on giving you the skills and knowledge necessary to install, operate, and troubleshoot a small and medium branch office Enterprise network, including operating IP Data Networks, LAN Switching Technologies, IP Addressing, IP Routing Technologies, IP Services such as DHCP, NAT, ACLs, FHRP, Syslog, SNMP v2/v3, Network Device Security, Troubleshooting and WAN Technologies. The goal of this course is for a student to be able to complete configuration and implementation of a small branch office network under supervision. Successful completion of this program may lead to the ability to sit for either the 200-120 CCNA exam or the 100-101 ICND1 and 200-101 ICND2 exams.

This program provides online tutorials, practice questions, online labs (using real Cisco equipment), and a mentor to answer any questions you may have pertaining to the curriculum and program completion. Upon registering, you are given an initial six (6) months to complete the program.

Requirements: This program can be taken on a PC or a Mac. This program is compatible with the Windows XP and later operating systems and IE 7 and later browsers. High-speed Internet is recommended.

Remote Lab Requirements:

• The PC must be connected to a high-speed Internet connection.
• The PC must have pop-up blockers turned off.
• The PC must not be located behind a caching proxy firewall.
• The PC must have Java JRE version 1.6.0 or higher installed.

Note: All elements, except the Online Lab System, are available on Mac computers. Instructors will assist students in setting up a home virtual lab system.

OLNF 6024 ...................................................$1995

Go to http://careertraining.ed2go.com/tjc

Certification Requirements: Cisco Certified Network Associate (CCNA) Routing and Switching is a certification program for entry-level network engineers that helps them maximize their investments in foundational networking knowledge and increase the value of their employer’s networks. CCNA Routing and Switching is for Network Specialists, Network Administrators, and Network Support Engineers with 1-3 years of experience. The CCNA Routing and Switching validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks.

Your tuition includes the following textbooks:

• Cisco CCENT/CCNA ICND1 100-101 Official Cert Guide
• Cisco CCNA Routing and Switching ICND2 200-101 Official Cert Guide

Prerequisites: To enroll, we recommend that you have have at least 1-3 years of networking experience working in a network environment. This program is for you if you want to learn the skills necessary to become Cisco CCNA certified.

FAST & CONVENIENT

Order your textbooks online at www.efollett.com
Fitness & Recreation

General Facility Policies
1. Parent or acting guardian must accompany and supervise children under the age of sixteen (16) while within the Ornelas Health and Physical Education Center (OHPE).
2. Children under seven (7) years of age must be accompanied in the locker room by a parent or acting guardian.
3. College policies regarding use of the OHPE Center facilities will be enforced by TJC staff members.

Swim Policy
1. Swimmers with shoulder-length or longer hair will be required to wear a swim cap.
2. Due to limited deck area around the swimming pool and safety precautions, parent or acting guardian is not permitted to attend swimming lessons with their children.
3. Parent or acting guardian is welcome to watch their children during class time from the upstairs viewing window or the patio viewing window.
4. Children not yet potty trained must wear a swim diaper or rubber pants while in the pool.
5. It is strongly recommended that all swimmers shower with soap before entering the pool.

Access
The continuing education courses offered at the Ornelas HPE Center give each registered student access only to that particular room/class in which they are registered. The other facilities and rooms of the OHPE Center, including the Cardiorespiratory Room, Weight Room, Racquetball Courts, and Senior Walking Roundup, may be accessed by paying additional registration fees for these areas.

Children Under 18
All children under the age of 18 must be accompanied by a registered adult in the water and supervised at all times by that registered adult.

Inclement Weather
The pool will close if there is lightning and/or thunder with a waiting period of 30 minutes, before pool will be reopened.

Health, Recreation & Exercise
Personal Training for Fitness
Personal fitness training offers one-on-one fitness instruction to persons desiring an individual approach to getting in shape. Each workout program is customized to fit the needs of the individual and offers that “extra something” to help you adhere to a program. After a general health survey and fitness evaluation, a certified personal fitness trainer will guide you toward better health and fitness with goal setting, motivation and proper exercise techniques. Class limit 10.

OHPE Usage Fee Now Includes Aquatics Center
OHPE Usage Fee
- Monthly (31 days from registration date)
- Single (1 individual)
- Family (up to 2 adults and 4 children. Each additional child will be $10. Immediate family only.)
- 55 plus

Includes use of the OHPE Aquatics Center, indoor track, weight rooms, cardio room, and racquetball courts during regular business hours. The minimum age to use both weight rooms and cardio room is 16 years old. Some spaces may not be available for use due to credit or continuing education classes during specific times.

Lap Swim
Monday-Friday .............................................6:00 a.m.-7:50 a.m.
Monday-Friday .............................................11:00 a.m.-12:50 p.m.
Monday & Wednesday ...................................8:00 p.m.-8:50 p.m.

Recreation Swim
Monday & Wednesday ...................................6:30 p.m.-7:50 p.m.
Saturday ......................................................12:00 p.m.-2:00 p.m.
Sunday .......................................................2:00 p.m.-4:00 p.m.

OHPE1032 .........................................................$25
1/4-5/31 Monthly

OHPE1001 .....................................................$99
1/4-5/31 Single

OHPE1001 .....................................................$175
1/4-5/31 Family

OHPE1001 .....................................................$79
1/4-5/31 55 plus
Location: OHPE
AquaCize Basics
This flexible and fun shallow water program incorporates all aspects of fitness with extended flexibility and strength/tone segments. The unique properties of water allow a varied intensity level designed to fit the needs of the individual with some physical limitations to the intermediate level water exerciser. Some benefits reported include increased stamina, flexibility, strength and a sense of well being. Class limit 18.

OHPE2002 ....................................................$89
1/4-4/20 MW 1:00-1:50 p.m.
1/5-4/19 TR 9:55-10:45 a.m.
Location: OHPE Pool

Adapted Aquatics
This flexible swimming water activity program is for persons with limited mobility. The goal is to adapt the skills and basic movements of water exercise and swimming to the capabilities and needs of participants. Special emphasis is placed on improvement in the areas of coordination, strength, flexibility and endurance. Class limit 18.

OHPE4001 ....................................................$89
1/4-4/20 MW 10:00-10:50 a.m.
Location: OHPE Pool

Water Aerobics for Women
A new approach to figure and health improvement for all ages. This course is especially beneficial for persons having difficulty exercising on land. Water resistance and buoyancy help in greater muscle toning and trimming. Class limit 20.

OHPE2015 ....................................................$85
1/12-4/28 TR 4:40-5:30 p.m.
1/12-4/28 TR 5:30-6:20 p.m.
Location: OHPE Pool

Water Walking
Water Walking is an individually paced class designed to work various muscles of the body to promote personal health by increased heart rate, lung capacity and range of motion. Walking a mile in the water is equivalent to walking two miles on land. Through these exercises, students will improve their stamina and balance while also working on their core and strengthening their muscles in a low impact environment. Students will choose between quiet, easy paced muscle stretching and joint warming workout or a fast paced march.

OHPE2080 ....................................................$89
1/12-4/28 TR 1:00-1:50 p.m.
Location: OHPE Pool

About Your Instructor

Jeff Holland • Personal Training/Water Fitness/Senior Fitness
As a fitness instructor, Jeff brings an upbeat caring attitude toward his students. Jeff completed his degree in human sciences from the University of Texas at Dallas, has completed post graduate study in exercise sciences, and holds national certifications as an exercise instructor and personal fitness trainer. He is a motivator and is especially suited for individuals with special needs or those who have difficulty adhering to exercise.

About Your Instructor

Sondra Ramsour • Water Fitness
Sondra is a graduate of the University of Texas at Tyler and Tyler Junior College. She came to the Ornelas HPE Center in 1987 and works to promote our Aquatic Center on a community and state level. She is a United States Water Fitness Master Teacher and American Exercise Association Certified. She enjoys working with beginners and with classes where the focus is on shaping, toning, and having fun.
Swim Lessons for Adult Beginners
18+
A beginning level water class designed for students who cannot swim. Contact instructor at 903-510-2555 for information. Class limit 15.

OHPE1049 (2 VISITS) ........................................$75
OHPE1045 (4 VISITS) ........................................$149
OHPE1046 (8 VISITS) ..........................................$299
Location: OHPE Pool

Pre-School Swim w/Parent
(Ages 3-5) (Parent and Child Aquatics)
This course is designed to develop a comfort level in and around the water and a readiness to learn to swim. Parent must accompany child in the water WITH PARENTS. (Class limit is 4.)

OHPE1083 ......................................................$105
1/19-2/16 TR 1:30-2:20 p.m.
Location: OHPE Pool

Pre-School Swim, No Parent
(Ages 3-5)
This course is designed to develop a comfort level in and around the water and a readiness to learn to swim. (Class limit is 4.)

OHPE1084 ......................................................$105
1/19-2/16 MW 1:30-2:20 p.m.
Location: OHPE Pool

Level I: Water Exploration & Level II: Primary Skills
(Minimum age 6 years or skills appropriate)
According to American Red Cross standards, skills to be mastered include: Swimming 5 yards on stomach and swimming 5 yards on back. (Class limit 7)

OHPE2050 ......................................................$155
1/19-2/5 TR 8:00-8:50 a.m.
1/19-2/5 TR 3:30-4:20 p.m.
1/20-2/5 MW 3:30-4:20 p.m.
1/20-2/5 MW 4:30-5:20 p.m.

OHPE1010 ......................................................$105
1/22-2/5 F 3:30-4:20 p.m.
1/22-2/5 F 4:30-5:20 p.m.
1/23-2/5 S 2:00-3:00 p.m.

Level III & IV
Students will complete front crawl 25 yards, back crawl 25 yards, butterfly kick and body motion 15 yards, breast stroke 15 yards, elementary back stroke 15 yards, scissor stroke 15 yards, the basic survival skills, and basic swimming skills. (Class limit 7)

OHPE1024 ......................................................$105
1/22-2/5 F 3:30-4:20 p.m.
1/22-2/5 F 4:30-5:20 p.m.
1/23-2/5 S 3:00-5:00 p.m.
Location: OHPE Pool

Level V
Students will learn fundamental diving, lifeguard readiness, fitness swimming. This class includes front crawl 100 yards, back crawl 100 yards, breast stroke 50 yards, elementary back stroke 50 yards, sidestroke 50 yards, butterfly 50 yards, 500 yards continuous swim, springboard diving skills, survival float 5 minutes, object retrieval in 10 feet of water, and Cooper 12 minute swim test. (Class limit 7)

OHPE1087 ......................................................$105
1/19-2/5 TR 1:30-2:20 p.m.
1/19-2/5 TR 3:30-4:20 p.m.
1/20-2/5 MW 3:30-4:20 p.m.
1/20-2/5 MW 4:30-5:20 p.m.

OHPE1035 ......................................................$135
1/25-2/5 MW 3:30-6:20 p.m.
Location: OHPE Pool

PACA, Infant Swim w/Parent
(6-36 months) (Parent and Child Aquatics)
The class is designed to develop water orientation, exploration and enjoyment of water activities. Parent must accompany child in water and little swimmer diapers are required to be worn by child. (Class limit is 4.)

OHPE2007 ......................................................$105
1/23-5/7 S 3:00-3:50 p.m.
Location: OHPE Pool

Pre-School Swim, No Parent Level I, II & III
OHPE1038 ......................................................$155
1/19-2/5 S 9:00-9:50 a.m.
Location: OHPE Pool

Swim, Pre-Competitive Conditioning and Training
Training in competitive swimming skills conditioning and preparation for future swimming competition.

OHPE2013 ......................................................$115
1/11-5/11 MW 3:30-4:20 p.m.
1/11-5/11 MW 4:30-5:20 p.m.
1/12-5/10 TR 8:00-8:50 a.m.
1/12-5/10 TR 3:30-4:20 p.m.
Location: OHPE Pool

Linda Cooke • Swim Lessons for Children
Linda has been teaching swimming elementary, middle school and high school swimming programs over the past 45 years. This includes Swim & Dive teams, Community, American Red Cross “Learn to Swim” and college level courses. She has a Bachelor of Science degree in health, physical education and recreation and is an enthusiastic advocate of swimming as a form of personal fitness and conditioning. She seeks to encourage students to achieve their greatest potential to find success and satisfaction through aquatics. Linda and her husband have 9 children and live in Tyler.

Mary Hudson • Adult Swim Lessons
Mary has lived in Tyler most of her life, is an Alumni of TJC, and graduated from Stephen F. Austin State University. She has two sons, seven grandchildren and eleven great-grandchildren. Mary retired from teaching in TISD schools after 29 years. She has taught swimming lessons for 58 years and is presently teaching Adult Beginners swim class at TJC and is a volunteer instructor for the Adaptive swim class. Her philosophy is “If your gift is teaching and you love water—naturally you teach swimming.”

All locations are at the OHPE Pool.
Level VI
Students will learn fundamental diving, lifeguard readiness, fitness swimming. This class includes front crawl 100 yards, back crawl 100 yards, breast stroke 50 yards, elementary back stroke 50 yards, sidestroke 50 yards, butterfly 50 yards, 500 yards continuous swim, springboard diving skills, survival float 5 minutes, object retrieval in 10 feet of water, and Cooper 12 minute swim test.
Prerequisite: Completion of Level V.

OHPE1017 ..................................................$105
1/23-5/14 S 2:00-2:50 p.m.

OHPE1036 ..................................................$135
Location: OHPE Pool

Advanced Swimming Techniques
Swimming training and conditioning to develop and refine stroke techniques for improvement of competitive performance in triathlons, masters swimming or increase personal fitness training.

OHPE2022 ...................................................$119
1/25-5/11 MW 5:30-6:20 p.m.
Location: OHPE Pool

Lifeguarding
Plan early for summer jobs in lifeguarding. Enroll today while spots are available. 35 hours. Class limit 12.
Prerequisites:
• Must be 15 years of age at start of course
• Be able to swim 500 yards continuously using the crawl stroke, breaststroke, and sidestroke for 100 yards each
• Submerge to a minimum of 7 feet and retrieve a 10 lb. diving brick and return with it to the water surface
• Tread water for two minutes using legs only, with arms across chest and hands placed under armpits
Includes First Aid and CPR for the professional rescue certifications. For more information, please call 903-510-2555.

FITI1045 .....................................................$238
4/9-4/30 S 9:00 a.m.-5:00 p.m.
5/7-5/28 S 9:00 a.m.-5:00 p.m.
Location: OHPE Pool

Water Safety Instructor
For WSI candidates with Fundamental Instructor Training (FIT).

FIT11046 .....................................................$305
4/5-4/28 TR 4:30-9:00 p.m.
5/16-5/26 M-R 4:00-9:00 p.m.
Location: OHPE Pool

SCUBA

Discover Scuba
This “no charge” course is designed to allow potential Open Water Scuba Certification students the opportunity to learn equipment functions and safety rules in a “dry class” and then to experience breathing underwater, which will help them decide if scuba is right for them. Upon completion of each Discover Scuba session, the instructor evaluates each student’s progress and eligibility to continue in the Open Water Scuba Certification course. Classes meet one Tuesday evening from 6:30-9 p.m. Though this is a “no-charge” class, enrollment is required. For more information call instructor, Billy Hunter at 903-593-7033 or visit www.scubastevesadventures.com.

SCUB9004 ........................................NO CHARGE
1/5 T 6:30-9:00 p.m.
1/19 T 6:30-9:00 p.m.
2/2 T 6:30-9:00 p.m.
2/16 T 6:30-9:00 p.m.
3/22 T 6:30-9:00 p.m.
4/5 T 6:30-9:00 p.m.
4/19 T 6:30-9:00 p.m.
5/3 T 6:30-9:00 p.m.
5/17 T 6:30-9:00 p.m.
Location: OHPE

Open Water Scuba Certification
This course introduces students to the theory and practice of Skin and SCUBA (Self-Contained Underwater Breathing Apparatus) diving. This class includes classroom, confined water, and open water dives. Successful students will receive Open Water certification with the National Association of Underwater instructors (NAUI). All lecture and confined water sessions are held at the Ornelas Health & Physical Education Center (OHPE) on the main campus. Classroom lectures are on Monday nights; confined water sessions (in-pool training) are on Thursday nights.
For successful completion, student must also attend a two-day session at a diving site at his/her expense to perform required objectives in order to qualify for the available certifications. All objectives must be mastered in order to receive certification. This is a pass/fail course. Additional park entry fees will be required be of the student for entrance into the dive sites. Open water dive sites include: Clear Springs Scuba Park, $20 per day, and Tyler State Park, $5 per day. The location of the open water certification dive site will be decided the first night of class. NAUI books will be provided by the instructor. All materials should be picked up prior to the first night of class. All equipment provided. For more information call Billy Hunter at 903-593-7033 or visit www.scubasteves.com.

NAUI Certification
Upon student’s successful completion of the course, students will receive NAUI certification. We now offer PADI as a second training organization within our store.

Health Form and Considerations
Use of compressed air (e.g. SCUBA) requires special training and may not be appropriate for all individuals. Students are required to complete a health form and waiver for this class. The health form identifies predisposing factors known to affect divers. You may pick up this form from the instructor or from the Continuing Education registration office in the RTDC building, located on the Tyler Junior College West Campus. It is up to the instructor’s discretion to determine, after reviewing health form, if a student is at risk taking this course.

You may be asked by the instructor to have a physical exam and written waiver from your physician before participating in this course. Health forms must be turned in two business days prior to the class start date to the Continuing Education office. Contact Billy Hunter at Scuba Steve’s, 1741 Troup Hwy., Tyler, 903-593-7033 to obtain medical clearance prior to registration.

FITI9093 .....................................................$299
1/4-1/14 MTR 6:30-9:00 p.m.
1/18-1/28 MTR 6:30-9:00 p.m.
2/1-2/11 MTR 6:30-9:00 p.m.
2/15-2/25 MTR 6:30-9:00 p.m.
2/29-3/17 MTR 6:30-9:00 p.m.
3/21-3/31 MTR 6:30-9:00 p.m.
4/4-4/14 MTR 6:30-9:00 p.m.
4/18-4/28 MTR 6:30-9:00 p.m.
5/2-5/12 MTR 6:30-9:00 p.m.
5/16-5/26 MTR 6:30-9:00 p.m.
Location: OHPE

Minimum age for certification is now 10 years old upon approval of instructor.

About Your Instructor
Billy Hunter • Scuba
Billy enjoys working with Tyler Junior College and the Continuing Education Program. As this program develops he is looking forward to adding new and exciting classes and welcomes the opportunity to introduce you to this wonderful and exciting sport.
**YOGA**

**Yoga Basics**
Recommended attire: Comfortable clothing that is easy to move in. Personal yoga mat required.

This yoga course places emphasis on the practice of hatha yoga and is centered on the linking of an individual’s breathing with their mind and body. In the ancient language of Sanskrit, “Hatha” meaning “sun and moon” and “yoga” translates into “yoke,” meaning union. In Yoga Basics, students will learn the basics of hatha yoga and how to bring individual balance through breathing and safe movements. Over the course of the class, students will learn basic human anatomy, how to move and transfer safely in and out of the yoga asanas and meaning union. In Yoga Basics, students will learn movements. Over the course of the class, students will learn basic human anatomy, how to move and transfer safely in and out of the yoga asanas and poses. Yoga provides many positive benefits: stress reduction, muscle toning, builds strength and endurance, increases flexibility, and creates a sense of balance and well-being. Sign up now and begin your yoga journey to a stronger, more flexible, calmer, and more peaceful mind.

**BodyFlow: (Athletic yoga with tai chi and pilates)**
Ideal for anyone and everyone, BODYFLOW® is the yoga-based class that will improve your mind, your body and your life. During BODYFLOW an inspired soundtrack plays as you bend and stretch through a series of simple yoga moves and embrace elements of Tai Chi and Pilates. Breathing control is a part of all the exercises, and instructors will always provide options for those just getting started. You’ll strengthen your entire body and leave the class feeling calm and centered. Happy.

**BodyVive: (Low impact cardio with strength and balance)**
If you want the optimal mix of strength, cardio and core training this is it. Beginning and advanced options are available for every move. Step into a BODYVIVE class and you can be sure you’re heading into one of safest and most effective workouts around. The challenging mix of lunges, squats, running and tubing exercises will help you burn up to 490 calories each class. The great music will leave you energized and feeling great.


**Bollywood/Fusion Dance**
The term Bollywood was created by combining two names, Bombay (the city now called Mumbai) and Hollywood. Bollywood, based in Mumbai, (Bombay), is India’s—and the world’s—largest film industry. This modern form of dancing is a combination of classical Indian dance (which is the base) and folk dancing such as Bhangra, sometimes with a Latino and Arabic influence. It’s fun, very expressive, and there is much deep meaning behind music in the films.

**COUNTRY WESTERN**

**Social Dance/Country Style & More**
Come join us for fun learning dance steps that will have you up and feeling confident and proud that you have the skills to participate on the dance floor any time you choose. No more watching from the sidelines at parties, receptions or social gatherings—you will learn great fun dance steps to country, contemporary and pop music that will be easy and basic. You will learn to Two-Step, Waltz, Three-Step, and line dance to a variety of music. A partner is recommended but not required.

**About Your Instructor**

**Ryann Martin • Yoga**
Ryann Martin is a 200-hour registered yoga instructor in Tyler, Texas. She specializes in the instruction of beginner yoga & senior yoga with an emphasis on modifications for students’ personal practice. Through guided instruction, Ryann has held the great honor of watching many students develop their strength, flexibility, and confidence. She has even received feedback about how yoga has helped her students rehabilitate past injuries and has helped students regain lost mobility. Ryann wishes to continue to extend her services and inspire beginners.

**Karri Duke • Belly Dancing & Bollywood Dance**
Karri Duke is a professional Belly Dancer, performer and instructor with over 25 years of experience as well as a variety of awards to her accomplishment. Karri is trained in traditional and cabaret techniques to include sword, cane, tambourine, finger symbols and veil. Karri is the director and choreographer of the award winning dance troupe Soraya. Gemini Sisters and the Jewel of the Nile. Karri and twin sister Emelia won the duet category of the Ms. America of Belly Dance in San Francisco, California in 1991.

**Register Early! 903-510-2900**

**Fast & Convenient**
Order your textbooks online at www.efollett.com
Let's continue to build on those basic skills you know and enhance your dancing abilities. This class will outfit you with additional dimension to your dance experience so that your confidence and showmanship will shine on the dance floor. We will continue to dance to country, contemporary and pop music. You will learn steps that will allow you to customize your performance of the Two-Step, Three-Step, and Waltz and we will introduce you to the Double Two-Step while enjoying a variety of music groups. A partner is recommended but not required.

Progressive Social Dance/Country Style & More

Come join us for the fun of learning even more sassy fun that allows for much confident enjoyment on the dance floor. This class will include the Double Two-Step and the East Coast Swing which are both enjoyable and exciting. You will develop a fun, energetic flare to your dance experience that will have your confidence level boosted, as you achieve a greater level of enhanced skill. The country, contemporary and pop music will give you variety and prepare you for most any dance setting. A partner for this class is highly recommended.

FENCING

Introduction to Foil Fencing

The foil fencing class will focus upon the classical Italian method for the development of a complete system of technical and tactical skills in the fencer, taught through carefully devised skill-sets and drills along with supervised fencing practice. Fencers shall be taught a complete range of actions, starting with the relatively simple and leading to the increasingly complex, so that the student may incorporate and internalize the necessary skills for a lifetime of successful, enjoyable fencing. The student will be informed as to the history of swordsmanship, blade and footwork, and tactics and strategies. Practicing fencing skills and learning new techniques increases enjoyment of fencing as a sport.

New students: Equipment (foil fencing weapon and mask) is provided for use during the class. Students must wear long-sleeve shirts, pants and non-marking athletic shoes. Returning students are encouraged to provide their own fencing attire and equipment.

Intermediate Foil Fencing

This course is a continuation from Introduction to Foil Fencing, which includes blade work, footwork, knowledge of basic parries and terminology. In addition, students will be exposed to fencing tactics both offensive and defensive.

HELP A GOOD CLASS MAKE!
INVITE A FRIEND TO CLASS.
903-510-2900
TJC ACADEMY OF DANCE

General Guidelines
All Dance classes begin in the fall and progress through the spring session. For beginner and lower-level classes, new students should enroll according to the age requirements specified below. New students with previous training and any student with questions regarding proper class placement should call Carolyn Hanna at 903-510-2483 for information and director’s approval before enrolling.

Returning students will be advised by letter prior to a new session regarding class assignments, or should call the number above. Please do not call the Registrar’s office for placement information. Enrollments are accepted on a “first come, first served” basis. ENROLL EARLY TO GUARANTEE ENTRY, as the dance program limits class sizes, and classes will be closed when enrollment quotas are met. Late enrollments after the session begins will be accepted on a space-available basis only.

We reserve the right to cancel classes not meeting enrollment quota, for full refund or transfer into another dance class. Class schedule may be subject to change after publication of this booklet. It is requested that all dance students register through the TJC West Campus either in person, by mail, by phone, or by Internet. For registration only, call 903-510-2900. All other inquiries, call 903-510-2483. Visit our Web site for information at www.tjc.edu/academyofdance.

Parking Permits and HPE Building Entrance Rules
Temporary parking permits for classes located in the Ornelas Health and Physical Education Building (OHPE) and Fine Arts Building are mailed out when registrations are received—register through RTDC and ask for your permit at that time.

The OHPE Building requires a green ID admittance card for dance classes offered there. These will be given out during the first week of classes ONLY to students whose names appear on our class roster. If you have not yet enrolled, you will not receive a new ID card, and will not be allowed to enter HPE. An expired card from a previous semester will not be accepted. Staff at the front desk of HPE will also have a list of enrolled students. Therefore, it is important you enroll before the first day of classes.

School Policies
Missed classes may be made up in a comparable or lower-level class at any time; ask your instructor as to which class to attend. Make-up classes for missed or cancelled classes may be taken at any time during the session, but make-up classes cannot be “rolled over” into a future semester. Making up missed classes is optional. There are no refunds for missed classes, regardless of the circumstances. Students who discontinue attendance at classes enrolled may not transfer their enrollment to another student, nor are there refunds for non-attendance.

In case of classes canceled due to instructor illness or threatening weather, it shall be at the instructor’s discretion to schedule an extra makeup class, or to have students attend another class already in session.

Classes with age requirements must meet or exceed requirements by August 24, 2015. Students may not substitute optional classes for required classes, nor substitute classes from another level without approval of instructor/director.† A $50 discount will be given to students who enroll in three classes.

Dress Code
Hair: All students with long hair must wear it in a bun, tightly secured with no stray hairs. For short hair, secure with barrettes/pins off the face. Boys may use a one-piece bandana to tie short hair back.

The dress code is the same for Pre-Ballet through Adults:

GIRLS/WOMEN:
• Ballet: plain black leotards with no sequins, flowers, prints on them. Style is the choice of the student, but when in doubt, ask your instructor before purchasing.
• Footed or convertible pink tights, either with or without the seam down the back.
• Ballet slippers
• Pointe shoes for Ballet 3 and Ballet 4 WHEN APPROVED BY DIRECTOR.
• Modern & Jazz: leotard, tights, jazz pants or shorts, hair pulled away from the face, appropriate paws or jazz shoes.
• Hip Hop: comfortable clothing & shoes, hair pulled away from the face.

BOYS/MEN:
• Form-fitting exercise pants, biker shorts, or black men’s tights (heavy weight).
• White T-shirt, form-fitting
• Dance belt, an undergarment similar to jock strap, for safety. MANDATORY.
• Men’s ballet shoes
• T-shirts, shorts, skirts, and legwarmers are not allowed in ballet technique or pointe classes.

Suggested Dance Attire Distributors:
www.Discountdance.com • 1-800-328-7107
www.DanceDistributors.com • 1-800-333-2623

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REGISTER EARLY! 903-510-2900

26
Pre-Ballet 1-Ages 3 and 4
This is a creative movement class and an introduction to dance and movement for the young child. Emphasis is on musical awareness and developing motor skills and coordination through exercise and movement.

DANC1216..........................$135
1/20-5/11 W 4:00-4:45 p.m.
Location: OHPE 126

Pre-Ballet 2-Ages 4 and 5
An introduction to Ballet for young children. Basic ballet vocabulary, steps, and concepts will be introduced. Students will enjoy being introduced to ballet and learn coordination, spatial awareness and body placement.

DANC1217..........................$175
1/19-5/10 T 4:30-5:30 p.m.
Location: OHPE 126

Pre-Ballet 2-Ages 5 and 6

DANC1218..........................$175
1/20-5/11 W 4:45-5:45 p.m.
Location: OHPE 126

Pre-Ballet 3-Ages 5 and 6
Introduces some ballet positions, French terminology, and the structure and discipline of the art of ballet.

DANC1246..........................$175
1/18-5/9 M 4:00-5:00 p.m.
Location: FA 102

Pre-Ballet 3-Ages 6 and 7

DANC1219..........................$175
1/19-5/10 T 5:30-6:30 p.m.
Location: OHPE 126

Ballet 1-Beginning
For ages 8-10. Strong emphasis on ballet barre work and introduction to combinations in the center. Two days per week is suggested.

DANC1220..........................$195
1/19-5/10 T 4:15-5:30 p.m.
Location: FA 102

DANC1221
1/20-5/11 W 4:15-5:30 p.m.
Location: OHPE 126
1/21-5/12 R 4:15-5:30 p.m.
Location: FA 102

Ballet 1/2-Pre-Professional
For the serious dancer aged 8-10, with at least 1 year beginner class. Must be approved by director, and take one modern class.

DANC1050..........................$249
1/18-5/9 M 4:15-5:45 p.m.
Location: OHPE 125

Ballet 2-Beginning/Intermediate
Ages 10-12 with three or more years previous training. This is a continuation of Ballet I. More steps will be introduced in the center. More emphasis on turns, jumps, and leaps.

DANC1223..........................$199
1/21-5/12 R 5:00-6:30 p.m.
Location: OHPE 126

Ballet 2-Beginning/Intermediate
Pre-Professional
For ages 9-11 with two or more years previous experience. This is a continuation of Ballet 1, and must be approved by director and take one modern class.

DANC1227..........................$249
1/20-5/11 W 4:15-5:45 p.m.
Location: OHPE 125

Ballet 3-Intermediate
Pre-Professional (PP)
Ages 12 and up. This class is for the serious ballet student. It is designed for students interested in pursuing a professional dance career. At least three days in ballet is required. The student should also take modern dance.

DANC1224..........................$249
1/18-5/9 M 5:45-7:15 p.m.
1/20-5/11 W 5:45-7:15 p.m.
Location: OHPE 125

Ballet 3-Intermediate
Pre-Professional (PP) Extended

DANC1226..........................$325
1/21-5/12 R 4:30-6:30 p.m.
Location: OHPE 125

Ballet 3-Intermediate
Pre-Professional (PP)

DANC1226..........................$325
1/21-5/12 R 4:30-6:30 p.m.
Location: OHPE 125

Ballet 4-Intermediate/Advanced
Pre-Professional (PP)
This is a continuation of Ballet 3. Emphasis is placed on style and artistry. Four or more days is required. The student must also take Modern dance.

DANC1225..........................$325
1/19-5/10 T 4:30-6:30 p.m.
Location: OHPE 125

Beginning Pointe
This is a Pointe class for first-time students on Pointe. Students must have permission from the teacher to register for this class. The shoes must be checked by the teacher, before they are worn to make sure they are fitted properly. At least two ballet classes are required in addition to this class.

DANC1228..........................$185
1/20-5/11 W 7:30-8:30 p.m.
Location: OHPE 125

Intermediate/Advanced Pointe
Pre-Professional (PP)
This Pointe class is designed for serious students, and/or those who are pursuing a professional dance career. Students must be enrolled in the Ballet and Modern Pre-Professional classes

DANC1229..........................$185
1/18-5/9 M 7:30-8:30 p.m.
Location: OHPE 125

Variations
This class is for students enrolled in the Intermediate/Advanced Pointe Pre-Professional (PP) classes. Students will learn excerpts from classical and contemporary ballets with emphasis on performance and artistry.

DANC1230..........................$289
1/22-5/13 F 4:00-6:00 p.m.
Location: OHPE 125

Adult/Teen Ballet Beginning
Beginning class for those with slight or no previous training, or who have been away from dance class for an extended period of time. Posture, strength, vocabulary, flexibility and style are presented and improved.

DANC1231..........................$225
1/21-5/12 R 6:45-8:15 p.m.
Location: OHPE 125

Tap-Beginning/Intermediate
Ages 7-18. Students will learn basic tap terminology, technique, and rhythm as well as be able to execute prescribed syncopated rhythms and steps. Additionally, advanced tap terminology, technique, and rhythm will be covered. Students will be able to execute prescribed syncopated rhythms and steps and will learn different tap styles and incorporate the use of the upper body.

DANC1237..........................$175
1/18-5/9 M 5:45-6:45 p.m.
Location: OHPE 126

Tap-Intermediate/Advanced
Ages 12 and up. Must have at least 3 years’ experience. Faster paced class with more emphasis and quick feet and more difficult combinations.

DANC2038..........................$175
1/18-5/9 M 6:45-7:45 p.m.
Location: OHPE 126

GENERAL INFORMATION ON CONTINUING EDUCATION POLICIES MAY BE FOUND ON PAGE 55.
Jazz 1-Beginning/Intermediate
Ages 7-11. Jazz I is a beginning/intermediate class designed for students with at least one year of Ballet or Jazz. Class begins with a warm-up, stretching, and across the floor steps. Jazz vocabulary is expanded as students learn fundamental jazz combinations.

DANC1232 ...................................................$135
1/20-11 W 5:45-6:30 p.m.
Location: OHPE 126

Hip Hop/Jazz-Adult/Teen
This is an “open” class. This is a fun class exploring different styles of Hip Hop, Jazz, and choreography.

DANC1238 ...................................................$185
1/20-5/11 W 6:30-7:30 p.m.
Location: OHPE 126

Modern 1-Beginning/Intermediate
This beginning/intermediate class places an emphasis on alignment, balance, and strength. Graham and Horton styles are referenced as students learn floor work, weight shifting and practice dynamic combinations. Students should have at least one year of Ballet or Modern technique.

DANC1239 ...................................................$185
1/19-5/10 T 6:30-7:30 p.m.
Location: OHPE 126

Modern 1-Beginning/Intermediate Pre-Professional
This Modern class is designed for the serious dancer, interested in improving Graham and Horton styles.

DANC1245 ...................................................$249
1/22-5/13 F 4:00-5:30 p.m.
Location: OHPE 126

Modern 2-Intermediate/Advanced Pre-Professional (PP)
Ages 12 and up. This is an intermediate/advanced technique class that focuses on further expanding the Modern dance vocabulary through warm-up, across the floor, and extensive and athletic combinations. Elements of Graham, Limon, and Horton offer the students a broad range of contemporary dance concepts. Students will explore different movement qualities and highly vigorous phrase work. Students are strongly encouraged to take at least two Ballet classes a week in addition to this course.

DANC1242 ...................................................$355
1/19-5/10 T 6:30-8:30 p.m.
Location: OHPE 125
DANC1243 ...................................................$355
1/21-5/12 R 6:30-8:30 p.m.
Location: OHPE 126

Pilates
For ages 11 to adult. This course teaches the beginner/intermediate exercises of a traditional Pilates mat class. Pilates has long been the chosen conditioning system for dancers, but has gained mainstream popularity as a health and fitness regimen for people of all ages and activity levels. Focusing on core strength, flexibility, alignment, breathing, control, coordination, and balance—all integral to dance. Pilates is also an excellent method for helping with injury, particularly for those with lower back problems.

DANC1244 ...................................................$185
1/21-5/12 R 6:00-7:00 p.m.
Location: FA 102

Dance Conditioning
Spend an hour of your week on fine tuning your body. You will go through your Pilates mat work as well as learn myofascial and trigger point release techniques, taking your flexibility and mobility to the next level. Light hand weights and other props will be provided, but students must bring their own full length foam roller each week.

DANC1214 ...................................................$185
1/23-5/14 S 9:00-10:00 a.m.
Location: OHPE 126

Teen Ballet
Ballet class for teens who want to have a fun atmosphere. Some experience is required. Vocabulary, strength, and flexibility will be increased.

DANC1215 ...................................................$199
1/18-5/9 M 5:00-6:30 p.m.
Location: FA 102
PHOTOGRAPHY

Digital Photography Made Easy (PHTC1091-Special Topics in Commercial Photography)
This class will discuss many aspects of your DSLR camera. Concentrating on the Factors of Exposure, metering and white balance to get you working in manual mode by the end of the day. Composition, light and memory card health will also be discussed. This class will have a hands on session so you can get out and apply what you have learned and have opportunities to ask questions.

Supplies: Students will need to bring a DSLR camera (fully charged), memory card, fresh batteries and note taking supplies for this class. (8 hrs.)

PHTC1012 ...................................................$119
1/9 S 8:30 a.m.-4:30 p.m.
2/13 S 8:30 a.m.-4:30 p.m.
3/19 S 8:30 a.m.-4:30 p.m.
4/9 S 8:30 a.m.-4:30 p.m.
5/7 S 8:30 a.m.-4:30 p.m.
Location: RTDC

Flash and Off Camera Lighting (PHTC1091-Special Topics in Commercial Photography)
In this class you will learn how to add light to your subject or scene in creative and interesting ways. Lighting with Speedlights is easy and affordable to batteries for both. This class will mostly be hands on and demonstration. (8 hrs.)

ITSW1008 ..................................................$149
1/23 S 8:30 a.m.-4:30 p.m.
2/27 S 8:30 a.m.-4:30 p.m.
Location: RTDC

Introduction to Photoshop CC (Online) (ITSW 1003 Introduction to Digital Imaging)
Photoshop is the world’s most popular photo-editing program. Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for image creation and editing. Discover the fastest and most effective ways to use Photoshop from an expert and former columnist for Photoshop User magazine (who has twice been nominated for the Photoshop Hall of Fame). This course will show you how to use Photoshop while accessing it from the Creative Cloud (CC). Topics how to create simple digital paintings (including some brushes that let you create the look of an oil painting from a photo); edit your own photographs to get rid of dust and scratches; fix the color, and correct image exposure; master techniques for switching the backgrounds on images and removing wrinkles and blemishes from photos; and the content-aware Move tools in CC that, like magic, let you move something on an image and intelligently replace the “hole” left behind at the same time.

ITSW6036 ......................................................$109
1/13-3/4 (online)
2/10-4/1 (online)
3/16-5/6 (online)
4/13-6/3 (online)
5/18-7/8 (online)
Go to www.ed2go.com/tjc

Travel and Nature Photography
Join our instructor at Tyler’s Caldwell Zoo to discover the fascinating world of travel through a photographer’s eye as you spend the day working with your DSLR camera and photographing the wildlife. This course is filled with tips, tricks, photography question and answers. Class discussion will be largely driven by attendees’ questions. (8 hrs.)

PREREQUISITE: Digital Photography Made Easy or a good understanding of how to use your camera in manual mode


PHTC1014 ..................................................$129
3/26 S 8:30 a.m.-4:30 p.m.
4/30 S 8:30 a.m.-4:30 p.m.
5/21 S 8:30 a.m.-4:30 p.m.

LANGUAGES

Basic Conversational Sign Language I in the Workplace (SLNG 1003 Conversational American Sign Language for the Workplace)
An introduction to sign language, fingerspelling, and numbers. Provides basic functional communication skills with individual who are deaf.
(16 hrs.)


SLNG2009 .....................................................$89
2/8-3/2 MW 6:00-8:00 p.m.
Location: RTDC

Basic Conversational Sign Language II in the Workplace (SLNG1004 Conversational American Sign Language for the Workplace II)
This course builds on the skills from Basic Conversational Sign Language I in the Workplace. Developmental of basic conversational skills through practice designed to improve communication with clients/co-workers who are deaf. Expand the use of ASL linguistic features and gain cultural awareness in the Deaf Community.

PREREQUISITES: To participate, student must have completed the Basic Conversational I in the workplace or one semester of Beginning Sign Language course.


SLNG 2010 ......................................................$89
3/14-4/6 MW 6:00-8:00 p.m.
Location: RTDC

About Your Instructor

Carlos Gutierrez • Spanish
Carlos is a native of Bogota, Colombia. He holds a Master’s degree in Spanish from Texas A&M Commerce and has taught college classes since 1997. He enjoys teaching about the Spanish speaking cultures and their language. He has lived all around the world, but currently resides in East Texas.

About Your Instructor

Bryan Stewart • Photography
Bryan Stewart is a working professional freelance photographer. His background is in photojournalism and he has worked for several newspapers, magazines (Rolling Stone, Nashville Lifestyles), and ad agencies. Bryan is a national photojournalism instructor and speaker.

CONTINUING EDUCATION POLICIES MAY BE FOUND ON PAGE 55.
Conversational Spanish I
This course is an introduction to the study of the Spanish language. It is designed for beginner students to develop conversational skills such as basic greetings, asking questions, how to create sentence structure, and the use of present and immediate future tenses.
Optional Textbooks: Barron’s 501 Spanish Verbs 7th Edition; Barron’s Spanish Grammar 3rd Edition; Madrigal’s Magic Key to Spanish, Publisher: Broadway Books.
FRNF1008 .....................................................$89
2/2-3/3 TR 7:00-8:00 p.m.
Location: Tyler Junior College
Main Campus

Conversational Spanish II
This course continues on Spanish instruction and is designed for students who have previous conversational skills. Students will learn the cultural notions and further develop their language skills.
Optional Textbooks: Barron’s 501 Spanish Verbs 7th Edition; Barron’s Spanish Grammar 3rd Edition; Madrigal’s Magic Key to Spanish, Publisher: Broadway Books.
FRNF1009 .....................................................$89
3/2-4/21 TR 7:00-8:00 p.m.
Location: Tyler Junior College
Main Campus

French–Traveling Basics
This course introduces the students to basic vocabulary and fundamental words and phrases for traveling in France. Knowing proper pronunciation, grammar, and everyday jargon are essential tools for traveling abroad. Learn about French customs, culture, and everyday life. Even if you don’t plan on traveling overseas anytime soon, this is a great beginner’s course into the French language. Bienvenue!
TRAV2016 .....................................................$89
2/8-2/29 M 6:30-8:00 p.m.
Location: RTDC

Speed Spanish (online)
Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You’ll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!
OLNF6054 .....................................................$109
1/13-3/4 (online)
2/10-4/1 (online)
3/16-5/6 (online)
4/13-6/3 (online)
5/18-7/8 (online) Go to www.ed2go.com/tjc

Speed Spanish II (online)
Have you ever seen a non-native speaking Spanish fluently? Were you impressed? Would you like to become more conversational and more comfortable in Spanish-speaking situations? Now you can. Our Speed Spanish courses are unlike any other Spanish classes you may have ever taken. You’ll see words, hear them pronounced properly, and be granted plenty of opportunities to practice your pronunciation. Then, you’ll learn several clever recipes that you can use to glue the words together into sentences. Enroll in Speed Spanish II, and you’ll see an immediate improvement in your Spanish fluency from the very first lesson.
OLNF6054 .....................................................$109
1/13-3/4 (online)
2/10-4/1 (online)
3/16-5/6 (online)
4/13-6/3 (online)
5/18-7/8 (online) Go to www.ed2go.com/tjc

Start Your Own Edible Garden (online)
Grow delicious, nutritious fruit and vegetables in your own backyard! In this course, you’ll learn how to give your garden a healthy start and keep it growing strong all season.
You’ll begin by figuring out which type of garden is right for you. After that, you’ll discover how to properly prepare a garden bed so your crops have the best opportunity to thrive. Since healthy soil is the key to a great garden, you’ll see how to identify problems in pH and drainage and fix them. You’ll even learn to understand fertilizers and make compost!
Along the way, you’ll delve into the variety of crops you can select: leafy greens, root vegetables, fruit, herbs, and get tips on starting seeds, transplanting, pruning, and using container gardens and support structures. In addition, you’ll learn what to watch out for so you can spot pests and diseases before they destroy your bounty. And you’ll take the guesswork out of watering your garden as you explore a variety of irrigation options.
OLNF6053 .....................................................$109
1/13-3/4 (online)
2/10-4/1 (online)
3/16-5/6 (online)
4/13-6/3 (online)
5/18-7/8 (online) Go to www.ed2go.com/tjc

Authentic Italian Cooking with La Cucina D’Angelo
Carlo D’Angelo brings authentic Italian food to East Texas through his interactive cooking school, La Cucina D’Angelo. A first generation Italian, Carlo will teach students how to prepare gourmet Italian food from scratch and show them how to easily replicate it in their own homes. From fresh pastas to savory desserts, this will be a hands-on course you don’t want to miss. You’ll enjoy cooking side

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**FOOD & WINE**

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Grow delicious, nutritious fruit and vegetables in your own backyard! In this course, you’ll learn how to give your garden a healthy start and keep it growing strong all season.

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Maurice Zeck
Chef-turned-college professor from New Mexico State University, Maurice Zeck recently moved to East Texas from New Mexico to enjoy a life of retirement and fishing. Intrigued by what TJC has to offer, Mr. Zeck is tying on his apron once again to bring East Texas two new culinary classes. His list of awards ranges from the American Culinary Federation Presidents Medal for Service to the Industry to the New Mexico Restaurant Association Chef of the Year. He has been in the restaurant business for over forty years.

by side with Carlo as he teaches proper cooking techniques, how to prepare meals with confidence and so much more! Carlo will give each student their own set of ingredients so after you’re done cooking, you get to eat your tasty creation! Buon appetito! Join us for a night of entertainment and learning as Carlo shares his passion for Italian Homestyle cooking.

WINE PAIR WITH ASIAN FLAIR
Join us as we delve into the world of wine and food pairings with Sommelier Dr. Mark Wagstaff and local dining sensation Three Z Asian Cuisine. This Asian fusion restaurant located in the heart of Tyler is locally owned and offers a hip, intimate environment as well as mouthwatering gourmet food that keeps locals coming back for more. Dr. Wagstaff will show you how to pair the proper wine with your favorite Asian cuisine as you indulge in succulent food and meet great new people. This will be a class you don’t want to miss!

FREE ARTS
Preparing Auditions for the Stage
The process of auditioning for a theatre production can, by nature be very intimidating. Many people miss out on opportunities to showcase their talent because they allow the process to be a minefield of preconceived negative notions. In this class, you will develop your own personal audition strategies. These strategies will help you enter any audition space with confidence, ready to work, and collaborate with the company you are auditioning for. Strategies include: preparing audition pieces, how to “own the room”, determining what your “look” is and reviewing regional headshots and other marketing materials.

HELP A GOOD CLASS MAKE!
INVITE A FRIEND TO CLASS.
903-510-2900

Watercolor Basics
This course is an overview of basic watercolor painting techniques for students with no previous experience. With a combination of visual lecture, demonstration, and hands-on studio, students will learn the fundamentals of color mixing, composition of the page, light, shade and shadow, texture and cropping with advice and solutions for framing. Student shall create several paintings of specific subject matter, learn how to create a portfolio, how to have paintings reproduced for prints and postcards and how to prepare work for presentation. Tuition price includes supplies: set of watercolors, brushes, sponge, color wheel, paper, plus mixing and other needed materials as well.

Acrylic Painting & Mixed Media
This introductory studio course explores basic painting principles, strategies, motivations and techniques. This course is designed for students who have little to no experience in painting and is intended to provide student with a fundamental knowledge of media, vocabulary, and techniques. Students will explore the use of color, and composition, as well as the application of multimedia. Instructor, Gale Lassiter.

Advanced Acrylic Painting and Mixed Media
This advanced course will build upon the basic painting principles, strategies, and techniques taught in the beginner’s Acrylic class. The course is designed for students who already possess a fundamental knowledge of techniques, media, and vocabulary. Students will advance their skills in color mixture, composition, and practice advanced methods of painting.

Supplies Needed: 1 Canvas or Canvas Board

903-510-2900
WWW.TJC.EDU
Drawing for Beginners
Join artist and instructor Gale Lassiter for an introductory studio course on basic drawing principles, strategies, motivations and techniques. This course is designed for students who have little to no experience in drawing, and is intended to provide student with a fundamental knowledge of media, vocabulary, and techniques. Students will explore mark-making through the use of graphite, charcoal, and pen and ink. There will be a focus on various methods of seeing, which broaden the students understanding of the visual world.

**ARNS1030** ..............................................$69
1/28-3/3 R 9:00-11:00 a.m.
1/28-3/3 R 6:00-8:00 p.m.
3/17-4/21 R 9:00-11:00 a.m.
3/17-4/21 R 6:00-8:00 p.m.
Location: RTDC

**FMK1012** ..................................................$95
2/25-3/24 R 6:00-8:00 p.m.
Location: RTDC

Beginners Floral Design
Have you always loved flowers? Do you have an “eye” for shape, color, and texture? If you answered “yes” to either of these questions, then, this course is for you! Enhance your love of flowers by continuing to build your skills as a designer. Acquire the learning skills on the principles of design and floral arranging. During each class session, you will complete a new and beautiful fresh flower arrangement that you will be able to cherish and take home. Throughout the course you will also learn the proper floral care and handling techniques, the elements and principles of design and floral arranging. By taking this course, you will be able to dazzle your friends and family with your arranging skills. You may even decide to make a career move. Fresh flowers (i.e. roses, mums, sunflowers, and lilies), filler flowers, and greenery are all included.

Supplies Required: Floral vessel (1 to 1.5 inches wide), tools, knife designed for cutting wire, and any other design supplies such as tulle, ribbon, wire, etc.

**FMKT2010** ....................................................$89
1/28-2/18 R 6:00-8:00 p.m.
Location: RTDC

Intermediate Floral Design
Why stop at the beginner’s level of Floral Design? Continue to expand your knowledge of floral designing skills by participating in the Intermediate Floral Design course. This course covers the latest trends in design and design principles such as line, depth, color, and elements of fresh floral construction. During each class session, you will continue to build upon your designing skills and put together and even larger arrangement with the use of additional mixed fresh flowers. There will be a higher emphasis on applying the elements and principles of floral designing. A larger mix and variety of fresh flowers, filler flowers, and greenery will be included.

Supplies Needed: Floral Vessel (4x4 Soup Bowl Size, Colored Pottery Type, Non-Crystal, Non-Glass), Branching, Moss Balls, 3 (three) Dried Mushrooms, wire cutters, paring knife, scissors, and any other design supplies student wishes to bring such as tulle, ribbon, different sized rocks, marbles, lights, filler flowers, etc.

**FMKT1011** ....................................................$95
3/31-4/28 R 6:00-8:00 p.m.
Location: RTDC

Advanced Floral Design
Expand your skills beyond the basics and intermediate levels of floral design techniques. This course will prepare you for a more in-depth coverage of advanced floral design practices used in the retail and floral industry. As you progress through your course lessons, you will expand your understanding of floral theory in terracing, parallelism, new convention, and formal linear design techniques and mechanics. This class will cover the latest trends and techniques found in contemporary floral design today. Supplies Required: The first class day project will be a landscape piece. Floral Vessel (4x4 Soup Bowl Size, Colored Pottery Type, Non-Crystal, Non-Glass), Branching, Moss Balls, 3 (three) Dried Mushrooms, wire cutters, paring knife, scissors, and any other design supplies student wishes to bring such as tulle, ribbon, different sized rocks, marbles, lights, filler flowers, etc.

Permanent Floral Design
Love flowers you see in your friends homes and wish you could replicate them? Now you can! In this four week design class students will learn how to create unique, floral trends by using permanent botanicals. Students will create designs inspired by nature while using unexpected elements such as driftwood, mosses, and iron. These trends will add an instantly glamorous new look to your home or office. Join Master Florist Marilyn Brosang as she unveils a new course in her Floral Design series.

Supplies Needed: Wire cutters, Brown Floral Tape, Green Moss, 1-4x4 ceramic tile (Ivory or White), 3...
Dog Obedience Training

Bill McFarlin • Dog Obedience Training

Bill grew up in Winnsboro, Texas and now works as a self-employed pressure washer, a trade he has been doing for 15 years. Bill has an 18 acre farm in East Texas that he lets Star run, play, and hunt with no rules. Bill admits that he and Star like to give seminars to bring smiles to faces with Star’s many tricks. He describes himself as someone who wants to have fun, work hard and claims to have a lot of energy and is very competitive; although he is usually able to go with the flow…Bill has a wicked sense of humor. His motto is “Work hard and play hard—but have fun!” Bill currently lives in Flint, Texas, with his wife of 37 years, Sherrie. They have three grown children, Brent, Staci and Bryan. They also have two additional dogs, Lucille, an agility champion, and Maggie, who is teaching Bill sheep herding.

Basic Dog Obedience Training

Obedience Training is one of the best things you can do for your dog… and yourself. Obedience training doesn’t solve all behavior problems, but it is the foundation for solving just about any problem. Our hands-on training will open up the line of communication between you and your dog. Effective communication via positive reinforcement is necessary to instruct your dog about what you want him/her to do. Topics include: Behaviors, massage, clicker training, management skills, socialization, basic commands such as sit, stay, walk forward, walk backwards, down and much more! Classes are small in size, fun for you and your dog and very effective. If time permits, several tricks will be taught throughout the class. Also, the Canine Good Citizenship (CGC) test will be available for those students that wish to participate and take the exam. Please register early, the class is limited to 12 participants. Supplies: Collar & leash, water & water bowls, treats for your dog. Supplies: Collar & leash, water & water bowls, treats for your dog, human treats.

WELDING

Farm & Ranch Welding

(WLDG1015-Maintenance Welding)

This course is designed for the beginning welder who has limited or no weld experience. The emphasis is on basic practical welding of steel for home or farm use. Safety will be emphasized with supervised lab practice in gas welding, cutting, brazing, soldering and arc welding. Various welding equipment and welding techniques will be surveyed. (24 hrs.) (Class limit 10)


Farm & Ranch Welding, Level 2

(WLDG1091-Special Topics in Welder/Welding Technologist)

This course is a follow up to Farm and Ranch Welding. Topics include reading simple blueprints with basic lines, views, welding symbols and abbreviations; welding of various butt joints, lap joints, T joints, and outside corners; plasma cutting; and flux cored arc welding. The course will conclude by applying the learned skills to complete a class project. (24 hrs.) (Class limit 10)

Prerequisites: WLDG1060 Farm and Ranch Welding


33
Amsterdam and the Keukenhoff Gardens
6-day Tour Includes:
• Round-trip air transportation with a major airline and airport transfers
• The services of your bilingual Tour Guide
• A professional local guide in Amsterdam
• 4 nights’ accommodations in well-located hotels, including baggage handling
• Buffet breakfast daily, 1 three-course dinner, including wine or beer
• Private deluxe motor coach

Flight to the Netherlands
Day 1: Your journey begins with a regularly scheduled overnight flight to Europe on an internationally recognized airline.

Arrival in Amsterdam
Day 2: Touch down in Amsterdam. A Go Ahead representative greets you at the airport and escorts you to your hotel. Gather with your fellow travelers for an included welcome dinner this evening. Included meals: breakfast (in flight), dinner

Amsterdam Sightseeing
Day 3: Embark on a walking tour of Amsterdam this morning. A local guide will introduce you to the countless canals and unique character. Highlights include the magnificent houseboats that dot the canal banks, the myriad bicyclists that crowd the streets and the flocks of pigeons and clusters of monuments that populate Dam Square. Included meal: breakfast

Excursion to Delft
Day 4: Enjoy an excursion to Delft, a charming town of canals, cobbled alleyways and medieval architecture. Included meal: breakfast

Keukenhof Gardens
Day 5: With its millions of flowers growing on 70 acres of gardens, Keukenhof has been a showplace for the Dutch floral industry for over 50 years. En route to this full-day excursion, you’ll stop at the Aalsmeer Flower Auction. Then you’ll arrive at Keukenhof, home of the largest flower garden on Earth, where you’ll have plenty of time to explore the grounds.

Each spring, more than 7 million flowers burst into bloom, including yellow daffodils, crocus, narcissi and hyacinths, as well as over 1,000 colorful and original varieties of tulips. This evening, celebrate your last night in Amsterdam with a canal cruise. Included meal: breakfast

Departure
Day 6: A Go Ahead representative accompanies you to the airport for your flight home. Included meal: breakfast

TRAV2011 (SINGLE) .....................................$3,668
4/9 – 4/14
TRAV2010 (DOUBLE) ..................................$3,298
4/9 – 4/14

A $300 deposit is required to hold your place. The balance may be paid in any increment until 2/6. Last day for registration and refunds is February 6, 2016.

REGISTER EARLY! 903-510-2900
CPR

Healthcare Provider (HCP CPR)
(EMSP1019-CPR Basic Life Support)
In this course, students will learn lifesaving skills of respiratory (choking and near drowning) and cardiac emergencies involving adults, children, and infants. This course is designed for the professional healthcare provider and includes information on using equipment not readily available to the general public as well as AED training. Students will also learn First Aid procedures and techniques for both minor and serious illnesses/injuries. Upon successful completion of the Healthcare Provider course, CPR certification is valid for 2 years. All CPR courses listed above are being conducted according to the guidelines of the American Heart Association. The American Heart Association receives no revenue from these courses.

Supplies: Textbook provided.

EMSP2003 ..................................................$79
1/9  S  8:00 a.m.-12:00 p.m.
2/13  S  8:00 a.m.-12:00 p.m.
3/12  S  8:00 a.m.-12:00 p.m.
4/9  S  8:00 a.m.-12:00 p.m.
4/23  S  8:00 a.m.-12:00 p.m.
Location:  RTDC

Healthcare Provider Renewal (HCP)
This course is designed for students who hold a current Healthcare Provider card. The textbook will not be provided at the beginning of class. (4 hrs.)

Supplies: May purchase book at beginning of class for $13

EMSP2028 ..................................................$59
1/9  S  8:00 a.m.-12:00 p.m.
2/27  S  8:00 a.m.-12:00 p.m.
3/26  S  8:00 a.m.-12:00 p.m.
Location:  RTDC

EMERGENCY MEDICAL TECHNICIAN

Emergency Medical Technician: Basic
(EMSP1001-Emergency Medical Technician—Basic) Introduction to the level of Emergency Medical Technician (EMT)—Basic.
Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. (128 hrs.)
For more information on requirements for piggyback classes, see Section 2. (Student must enroll in both Course and Lab.)

EMSP1001 ...............................................$773.50
1/20-5/12  MTWR  8:00 a.m.-12:00 p.m.
1/20-5/12  MTWR  6:00-10:00 p.m.
Location:  TBA

Emergency Medical Technician Practicum (Field Experience)
(EMSP1064-Practicum (or Field Experience)-Emergency Medical Technology/Technician (EMT Paramedic))
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (128 hrs.)
For more information on requirements for piggyback classes, see Section 2.
Prerequisites: Must have high school diploma or GED.
Supplies: Textbooks and supplies required.

EMSP1064 ...............................................$275.50
1/19-5/12  TBA

NURSING

Certified Nurse Aide
(NUR1001-Nurse Aide/Health Care Organizations)
Preparation for entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include residents rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis will be placed on effective interaction with members of the health care team. Students will be eligible to sit for Texas Registry examination. (100 hrs.) Clinical experience: Typically, the student clinical experience for Certified Nurse Aide are scheduled during the same time as the regular class schedule. However, TJC is subject to the clinical facility’s availability and has no control over changes that may affect a student’s clinical schedule. Students must have flexibility in their schedule in order to fulfill clinical requirements. This applies to students enrolling in day OR night classes.

State Exam
TJC does not pay for state exam fees. The state nurse aide exam is scheduled and administered by NACES (Nurse Aide Competency Evaluation System), not by Tyler Junior College. It is the responsibility of the candidate for testing to pay the required fees and schedule the state exam through NACES. Please visit www.pearsonvue.com/tx/nurseaides/schedule. Tyler Junior College is an approved Regional Testing Site.

Prerequisites
16 years of age, current on immunizations, must provide a valid photo ID and Social Security card to sit for the exam. Students will not be allowed to sit for their exams without proper ID.

Supplies
Textbook provided. Information regarding proper uniform (scrubs and shoes) will be provided on the first day of class (not included in the price of tuition). Nurse Aide students will be required to submit to a criminal background check and proof of all required immunizations prior to the registration deadline. Please note that the TB test takes several days to read and is valid for one year.

EARLY MORNING/DAY COURSES

NURA1002 ...............................................$695
1/4-1/27  MTWR  7:30 a.m.-2:30 p.m.
Registration Deadline 12/11/15
2/1-2/24  MTWR  7:30 a.m.-2:30 p.m.
Registration Deadline 1/22/16
2/29-3/30  MTWR  7:30 a.m.-2:30 p.m.
Registration Deadline 2/19/16
4/4-4/27  MTWR  7:30 a.m.-2:30 p.m.
Registration Deadline 3/24/16
5/2-5/25  MTWR  7:30 a.m.-2:30 p.m.
Registration Deadline 4/22/16
Location:  RTDC 156
Certified Nurse Aid Update
(NURA 2005-Nurse Aide Skills)

Nurse aides renewing their certification after Sept. 1, 2013, will be required to complete 24 hours of in-service education every two years. This course meets the requirements of the in-service education required for certification every two years. Topics include information that is reflective of current healthcare standards to maintain competence. Requirements: Current certification as a nursing assistant in the state of Texas and eligible for renewal following the guidelines set forth by the credentialing agencies of Texas. Two course options are available. Classes can be taken on three Saturdays as scheduled or the Monday, Tuesday, Wednesday and Thursday class. All 24 hours must be completed for successful course completion.

NURA2005 .................................................. $195
4/9-4/23 S  8 a.m.-4:30 p.m.
Location: RTDC

IV Therapy

In this course, students learn basic venipuncture techniques utilizing various equipment. Topics covered include IV fluid administration and maintenance as well as recognition of local and systemic complications of IV therapy. Also included are venous administration principles. This course is limited to Licensed RN's and LVN's.

VNSG1034 .................................................. $109
4/23  S  8 a.m.-4:30 p.m.
Location: RTDC

Medication Administration for Nurse Aide
(NURA 1013- Medication Administration for Nurse Aide/Home Health Aide)

This course prepares the student to perform basic procedures as established and regulated by the Texas Department of Aging and Disability Services (DADS). Includes instruction in the responsibilities and liabilities associated with the control, accountability, storage and safeguarding of medications and use of common medical terminology, abbreviations, and symbols and identification of common medications, discussion of medication reactions and side effects of such medications. Topics include procedures for preparation and administration of medications, responsibility, control, accountability, storage and safeguarding of medications, use of reference material, documentation of medications in residents' clinical records, lines of authority in the facility, responsibilities and liabilities associated with administration and safeguarding of medication, allowable and prohibited practices of permit holders, drug reactions and side effects of medications commonly administered to facility residents, Rules and Regulations covering the Medication Aide Training Program.

Course content
The program must consist of 140 hours in the following sequence:

• 100 hours of classroom instruction and training
• 20 hours of return skills demonstration laboratory
• 10 hours of clinical experience including clinical observation and skills demonstration under the direct supervision of a licensed nurse in a facility
• 10 more hours in the return skills demonstration laboratory

Admission Requirements:
To be accepted into Medication Aide Training, applicants must be able to read, write, speak, and understand English; be at least 18 years of age; be free of communicable diseases and in suitable physical and emotional health to safely administer medications; be a graduate of a high school or have a general equivalency diploma; be employed as a Certified Nurse Aide listed on the Texas Nurse Aide Registry in active status and currently employed in a facility licensed under Texas Health and Safety code Chapter 242 on the class start date or be employed on the class start date as a non-licensed direct care staff in a facility licensed under Chapter 247 or an ICR-MR facility, State School for the Mentally Retarded or for the Texas Department of Criminal Justice and have 90 days previous employments as a non-licensed direct care staff in the year preceding the class start date.

**Applicant must provide an Experience Documentation Form completed by authorized Long Term Care (LTC) Facility official.
**HEALTH PROFESSIONS**

The student must have basic computer skills and a computer with Internet access to be able to successfully complete this course. The course runs approximately sixteen weeks.

###Prerequisites:
- Coordinator Approval, and current/pending Texas nursing license. Current nursing practice as related to the clinical areas of medical-surgical, maternal-child, psychiatric mental health, community health, and emergency nursing care. Designed for inactive nurses returning to active practice.

###RN/LVN Clinical: Re-Entry Nursing Update*

(RNG2022 RN Nursing Skills Lab & RNG1060-Clinical: Registered Nursing/Registered Nurse Preceptorship or LVN Nursing Skills Lab & VNSG1060-Clinical: Licensed Vocational Nurse Preceptorship)

Clinical component to Re-Entry Nursing Update which includes a sixteen-hour skills lab and 72 hours in a preceptor ship. To meet the learning objectives, students attend sixteen hours of skills lab refresher training and are then assigned to a trained preceptor in a local healthcare facility. The student will do patient care under the guidance of the preceptor, working the preceptor’s schedule. Typically, this clinical component begins halfway through the didactic course—RNG1006 or VNSG2033.

Prerequisites: Current enrollment or enrollment in RNG1006 or VNSG2033, with Coordinator Approval.

Current/pending Texas nursing license, proof of current immunizations and current CPR required. Criminal background check required for entry into hospital clinical experience. These courses provide a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Course offered upon request.

*Co-requisite: Students must enroll concurrently in RNG1006, RNG2022 and RNG1060.

###RN Refresher

RNG 2022 (SKILLS LAB)  
RNG 1060 (PRECEPTORSHIP)  
RNG 1006 (PRECEPTORSHIP)  
VNSG 2022 (SKILLS LAB)  
TOTAL PRICE $1399

###Dental Assistant Program**

(DNTA1015-Chairside Assisting) The Dental Assisting program covers key areas and topics exposing the student to both classroom and hands on instruction. The classroom instruction reviews the necessary anatomy, terminology, legal and ethical issues as well as the policy and guidelines necessary to understanding the practical aspects of dental assisting. Topics include instrument identification, equipment maintenance, tooth structure and oral cavity anatomy, dental anesthesia, sterilization, and charting. Students learn the necessary steps to assist the dentist while providing quality dental care. Program includes review of tooth charting, restorations,
Dental Assistant Exam/Course
(DNTA1004-Registered Dental Assistant Exam Review)

This course is approved by the Texas State Board of Dental Examiners. The Dental Assistant Registration Course is designed to provide sufficient information to permit dental assistants to gain knowledge and understanding on the important concepts associated with the certification in Jurisprudence, Infection Control, and Radiology.

The course instructor will review information on all three areas and prepare the dental assistant to pass the state-required written exit exam. The exam will be given to dental assistants immediately following the two-day review. Dental Assistants are eligible to apply for the RDA credential immediately following successful completion of this SBDE approved course.

Only individuals who have taken a Dental Assistant training program or who have relative job experience should attend. (8 hrs.)

DNTA1005 ..................................................$195
1/29 F 8:30 a.m.-5:00 p.m.
Location: RTDC

Nitrous Oxide Certification
(DHYG1002-Nitrous Oxide Sedation Monitoring)

This course prepares students to obtain certification in nitrous oxide monitoring as mandated by the State Board of Dental Examiners. A comprehensive review of the general guidelines and industry standards will be presented. Upon course completion, participants will be administered the required examination. (8 hrs.)

DHYG1002 ..................................................$230
4/8 F 8:30 a.m.-5:00 p.m.
Location: RTDC

Application of Pit and Fissure Sealants
(DNTA1091-Special Topics in Dental Assistant)

This course will provide participants with information and training on the following topics as related to pit and fissure sealants: infection control, patient management, microbiology, anatomy, ethics, application techniques and sealant products. Additionally, students will place sealants in the laboratory setting as well as place sealants in patients. Requirements: Students must be a Registered Dental Assistant and have been working for at least two years. Students are required to provide their own patient(s) for the sealant application assessment. Students are required to place two sealants and patients should bring a directive from the dentist identifying those placements. Students should wear scrubs and bring safety glasses. (8 hrs.)

DNTA1092 .................................................. $325
4/23 S 8:30 a.m.-5:00 p.m.
Location: RNHS

TECHNICIANS/ASSISTANTS

Medical Coding Professional Program
(POFM1053-Medical Coding)

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. This 80-hour Medical Coding Program offers a working knowledge of the unique skills required of a Medical Coding Professional in both the medical and hospital environments. A Medical Coder is an individual who has achieved a certain level of knowledge and expertise in coding of services, procedures and diagnoses for health care facilities.

A Medical Coder’s responsibilities among other duties: determining accurate codes for diagnoses and procedures; verifying software choice for assignment of the CPT and ICD-10 procedure codes; coding hospital diagnoses by applying coding clinic guidelines using ICD-10-CM effectively; accurately coding other services (ancillaries, supplies); using CPT and HCPCS codes; etc. The Medical Coding Professional Certification Program helps prepare students for national certification exams (other conditions may apply). (80 hrs.) Textbook and materials provided.

POFM9000 ..................................................$1,799
2/15-4/27 MW 6:00-9:30 p.m.
Includes 2 Saturdays:
3/19, 4/9 S 9:00 a.m.-3:00 p.m.
Location: RTDC

Program prepares students to function as EKG/Cardiovascular Technicians and to take the Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, respiratory therapy assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands on labs including principles and procedures of 12 lead electrocardiography (EKG), which may include stress testing and care, and maintenance of equipment and exam area. Textbook and materials provided. (50 hrs.)

ECRD9011 ..................................................$999
2/16-4/12 TR 6:00-9:30 p.m.
Location: RNHS

Program helps prepare students for national certification exams (other conditions may apply). (80 hrs.) Textbook and materials provided.

POFM9000 ..................................................$1,799
2/15-4/27 MW 6:00-9:30 p.m.
Includes 2 Saturdays:
3/19, 4/9 S 9:00 a.m.-3:00 p.m.
Location: RTDC

Health Professions
Clinical Medical Assistant Program (MDCA1060-Clinical-Medical/Clinical Assistant)

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office or hospital setting. Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures and the technical aspects of phlebotomy. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, injections, vital signs and documentation, professional workplace behavior, basic math principles, ethics and the legal aspects of healthcare. Students would be eligible to sit for the National Health Student is responsible for certification exam fee. (70 hrs.) Note: There is no outside clinical rotation included with this program. Some healthcare providers including hospitals, clinics or other related facilities might require additional clinical skills not covered by this program.

NIGHT CLASS
MDCA1060 ..............................................$1,999
2/16-5/9  TR  6:00-9:30 p.m.
Includes 5 Saturdays: 2/27, 3/19, 4/9, 4/23, 5/7  S  9:00 a.m.-3:30 p.m.
Location: RTDC 130

DAY CLASS
MDCA1060 ..............................................$1,999
2/16-5/12  TR  9:00 a.m.-2:30 p.m.
Location: RTDC 130

TJC-JACKSONVILLE
MDCA1060 ..............................................$1,999
2/16-5/9  TR  6:00-9:30 p.m.
Includes 5 Saturdays: 2/27, 3/19, 4/9, 4/23, 5/7  S  9:00 a.m.-3:30 p.m.
Location: TJC-Jacksonville

TJC-LINDALE
MDCA1060 ..............................................$1,999
2/16-5/19  $ 1,999
2/16-5/9  TR  6:00-9:30 p.m.
Includes 5 Saturdays: 2/27, 3/19, 4/9, 4/23, 5/7  S  9:00 a.m.-3:30 p.m.
Location: TJC-Lindale

Medical Administrative Office Assistant Program (MDCA1021-Administrative Procedures)

This course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks are all positions in great demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field. This program meets the necessary requirements to take the National Health career program also includes lab exercises, live blood draws, work with a training arm and other exercises intended to prepare students to function as an entry level Phlebotomy Technician. Textbook and materials provided. (90 hrs.) Note: There is no outside clinical rotation included with this program. Students interested in receiving additional clinical experience, may sign up for the optional Phlebotomy Clinical Course.

NIGHT CLASS
PLAB1023 ...............................................$1,899
2/15-5/2  MW  6:00-9:30 p.m.
Includes 3 Saturdays: 2/27, 4/9, 4/23  S  9:00 a.m.-3:00 p.m.
Location: RTDC

DAY CLASS
PLAB1023 ...............................................$1,899
2/15-4/20  MW  9:00 a.m.-2:30 p.m.
Location: RTDC

TJC-JACKSONVILLE
PLAB1023 ...............................................$1,899
2/15-5/2  MW  6:00-9:30 p.m.
Includes 3 Saturdays: 2/27, 4/9, 4/23  S  9:00 a.m.-3:00 p.m.
Location: TJC-Jacksonville

TJC-LINDALE
PLAB1023 ...............................................$1,899
2/15-5/2  MW  6:00-9:30 p.m.
Includes 3 Saturdays: 2/27, 4/9, 4/23  S  9:00 a.m.-3:00 p.m.
Location: TJC-Lindale

Optional Phlebotomy Clinical* (PLAB1060-Clinical-Phlebotomy/Phlebotomist)

This clinical experience is designed to give students who successfully complete Phlebotomy Certification training the option to experience working in an actual medical laboratory setting. Students will be required to perform 75 successful venipunctures under the supervision of a clinical supervisor. Experience provides practical and general workplace training. This course is optional and enrollment is only confirmed after TJC receives approval from a clinical site to accept the student. Students will select three preferred clinical sites-TJC will make every effort to secure the student's...
VETERINARY ASSISTANT PROGRAM

Veterinary Assistant Program *(VTHT1001-Introduction to Veterinary Technology)*

The Veterinary Assistant program introduces students the exciting and growing field of veterinary medicine. Students will learn about the care of animals as well as how to recognize signs of illness and disease. This program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable are also emphasized to provide the student with the skills necessary to maintain an efficient front office. Students will enjoy learning through classroom lecture as well as hands on labs. Note: this program does not include a national or state certification or a clinical rotation as part of its overall objectives.

Textbooks and materials provided. (100 hrs.)

VTHT1001 .................................$1,899
2/16-5/5  TR  6:00-9:30 p.m.
Includes 4 Saturdays: 2/27, 3/19, 4/9, 4/23
S  9:00 a.m.-3:00 p.m.
Location: RTDC

DIALYSIS

Dialysis Technician Program *(RNSG2017-Dialysis Training-Theory)*

This 50-hour Dialysis Technician Program provides students with the knowledge and skills needed to perform both the duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Dialysis Technicians must also assess patients for any complications that occur during the procedure and must be ready to take necessary emergency measures including administering oxygen or performing Basic Cardiopulmonary Resuscitation. Additionally, they may also be involved in the training of patients for at-home dialysis treatment and providing them with the emotional support they need for self-care. (50 hours)

**STUDENT TUITION: ..................................$3,800**

Online e-learning Program

Includes a Clinical Externship with a local Healthcare Provider

Program Duration: 6 Months* *Students will have an additional 12 months access to the program

Note: This program does not include a national or state certification as part of its overall objectives. Additionally, there is no student internship or clinical rotation offered as part of this program.

PHYSICAL THERAPY AIDE

Physical Therapy Aide (Rehabilitation Technician) Program *(POFM1091-Special Topics on Medical Administration/Executive Assistant and Medical Secretary)*

This comprehensive 50-hour Physical Therapy Aide Program prepares students for the growing field of Physical Therapy. The Physical Therapy Aide is generally responsible for carrying out the nontechnical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients working under the direction of the physical therapist. Furthermore, these workers assist physical therapy assistants and physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Physical Therapy Aides may be employed in nursing homes, hospitals, sports rehabilitation centers and some orthopedic clinics. There is no national or state certification exam associated with Physical Therapy Aide. Textbook and materials provided. (50 hrs.)

POFM9901 .................................$999
2/16-4/12  TR  6:00-9:30 p.m.
Location: RTDC

COMPREHENSIVE HEALTHCARE CAREER CLASSES

Physicians’ Office Assistant Professional with Electronic Health Records Management (EHRM) and Clinical Externship

This program combines in-demand healthcare disciplines with important front office Microsoft end user computer skills. Physicians’ Office Assistant with Electronic Health Records-This course provides a well-rounded experience preparing students to assist physicians in multiple administrative areas of the medical office and the requirements of maintaining the electronic health record (EH R). Instruction includes medical terminology, interpersonal skills, medical records management, implementation and management of electronic health information, medical ethics and law, basics of insurance billing and coding, maintaining the regulatory requirements of the EH R and a detailed review of Microsoft Office end user tool including Word, PowerPoint, Access, Outlook and Excel. A major objective of this program is to prepare students for important national healthcare competency certification examinations and to prepare them to work as Physician Office Assistants and Electronic Health Records professionals. Program also includes a clinical externship with a local healthcare provider!

National certification examination opportunities for successful students are as follows:

- Medical Administrative Assistant-National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) certification
- Electronic Health Records Management (EHRM) -NHA Certified Electronic Health Record Specialist (CEHRS) exam certification
- The Microsoft Office Desktop Skill modules will prepare students to sit for the Microsoft Office User certification exams.

**STUDENT TUITION: ..........................$3,800**
Medical Billing and Coding and Medical Administration with Clinical Externship

This program combines in-demand healthcare disciplines with important front office Microsoft end user computer skills. This program offers the skills needed to perform complex coding and billing procedures. Program covers CPT (Introduction, Guidelines, Evaluation, and Management), specialty fields (such as surgery, radiology, and laboratory), ICD-9 (Introduction and Guidelines), and basic claims processes for insurance reimbursements. Additionally, this program includes a Medical Administration course covering key topics such as medical ethics and law, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and a detailed review of Microsoft Office end user tool including Word, Power Point, Access, Outlook and Excel.

A major objective of this program is to prepare students for important national healthcare competency certification examinations and to prepare them to work as Medical Billing & Coding and Medical Administrative professionals. Program also includes a clinical externship with a local healthcare provider!

National certification examination opportunities for students who complete this program are as follows:

- The Medical Billing & Coding modules will prepare students to sit for the American Academy of Professional Coders (AAPC) American Health Information Association (AHIMA) or National Healthcare Association (NHA) national coding certification exams.
- The Medical Administration modules will prepare students to sit for the National Healthcare Association (NHA) Certified Medical Administrative Assistant (CMAA) certification.
- The Microsoft Office Desktop Skill modules will prepare students to sit for the Microsoft Office User certification exams.

STUDENT TUITION: ..................................$3,850

Online e-learning Program
Includes a Clinical Externship with a local Healthcare Provider
Program Duration: 6 Months  "Students will have an additional 12 months access to the program"

Pharmacy Technician and Medical Administration and Clinical Externship

This program will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board’s (PTCB) exam. Course content includes pharmacy terminology, pharmacy calculations, reading and interpreting prescriptions and defining generic & brand names drugs. Additionally, this program includes a Medical Administration course covering key topics such as medical ethics and law, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and a detailed review of Microsoft Office end user tool including Word, Power Point, Access, Outlook and Excel. This comprehensive course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board’s (PTCB) exam. Course content includes pharmacy medical terminology, reading and interpreting prescriptions and defining generic and brand names drugs and much, much more! Program also includes a clinical externship with a local healthcare provider!

National certification examination opportunities for successful students are as follows:

- The Pharmacy Technician modules will prepare students to sit for the Pharmacy Technician Certification Board (PTCB) pharmacy technician certification exam
- The Medical Administration modules will prepare students to sit for the National Healthcare Association (NHA) Certified Medical Administrative Assistant (CMAA) certification.
- The Microsoft Office Desktop Skill modules will prepare students to sit for the Microsoft Office User certification exams.

STUDENT TUITION: ..................................$3,200

Online e-learning Program
Includes a Clinical Externship with a local Dental Office
Program Duration: 6 Months  "Students will have an additional 12 months access to the program"

Dental Assisting Program with Clinical Externship

This program prepares students for entry level positions as a chair side dental assistant. This course covers the history of dentistry, introduction to the dental office, the legal aspects of dentistry, oral anatomy, dental operatory, tooth structures, primary and permanent teeth, the oral cavity, and other areas. A major objective of this program is to prepare students for important national healthcare competency certification examinations and to prepare them to work as Dental Assistant professionals. Additionally, this program includes a detailed review of Microsoft Office end user tool including Word, Power Point, Access, Outlook and Excel. Program also includes a clinical externship with a local healthcare provider!

National certification examination opportunities for students who complete this program are as follows:

- Students who complete this comprehensive course would be prepared to sit for the Dental Assisting National Board (DANB)-Radiation Health and Safety (RHS) exam, and the DANB-Infection Control Exam (ICE).
- In most states, DANB-RHS certification is required to work in dental radiography.
- The Microsoft Office Desktop Skill modules will prepare students to sit for the Microsoft Office User certification exams.

STUDENT TUITION: .................................$3,800

Online e-learning Program
Includes a Clinical Externship with a local Dental Office
Program Duration: 6 Months  "Students will have an additional 12 months access to the program"
Phlebotomy Technician Program with Clinical Externship

The Phlebotomy Technician Program prepares professionals to collect blood and other specimens from clients for the purpose of laboratory analysis. The phlebotomist is a vital member of the clinical laboratory team, whose main function is to obtain patient’s blood specimens by venipuncture and micro-collection for testing purposes. Phlebotomists are employed throughout the healthcare system including in hospitals, neighborhood health centers, medical group practices, HMO’s, public health facilities, veteran hospitals, insurance carriers, and in other healthcare settings. Students will become familiar with all aspects of blood collection and will review the skills needed to perform venipunctures safely. Also includes terminology, blood collection procedures, order of draw and other engaging topics. Program also includes a clinical externship with a local healthcare provider!

A major objective of this program is to prepare students for important national healthcare competency certification examinations and to prepare them to work as Phlebotomy Technicians. National certification examination opportunities for students who complete this program are as follows:

- Students who complete this comprehensive course would be prepared to sit for the American Society of Phlebotomy Technicians (ASPT) Phlebotomy Technician national certification examination.
- The Microsoft Office Desktop Skill modules will prepare students to sit for the Microsoft Office User certification exams.

STUDENT TUITION: ..................................$2,500

Online e-learning Program
Includes a Clinical Externship with a local Healthcare Provider. Program Duration: 4 Months *Students will have an additional 12 months access to the programs

Medical Administrative Assistant Program

Medical administrative assistants primarily work in doctor’s offices, clinics, outpatient settings, hospitals, and other healthcare settings. Medical administrative assistants, medical secretaries, and medical records clerks are all positions in great demand. This program covers information on the medical assisting profession, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. A great course for physicians medical office professionals!

This program prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. It provides students a well-rounded introduction to medical administration that delivers the skills students require to obtain an administrative medical assistant position or advance within their current healthcare career.

National certification examination opportunities for students who complete this program are as follows:

- Students who complete this program will have the opportunity to pursue the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA).
- The Microsoft Office Desktop Skill modules will prepare students to sit for the Microsoft Office User certification exams.

STUDENT TUITION: ..................................$2,500

Online e-learning Program
Program Duration: 4 Months *Students will have an additional 12 months access to the programs

EKG Technician Program

EKG technicians work in physician’s offices, hospitals, clinics, and other healthcare facilities and organizations. EKG technicians also work for insurance companies to provide data for health and life insurance policies. Similar to other growing healthcare professions, the demand for EKG technicians is expected to continue to grow substantially. Approximately 25% more EKG technician jobs will be available by the year 2018. This EKG Technician Program prepares students to perform EKG’s. This course will include information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing.

National certification examination opportunities for successful students are as follows:

- There are several EKG technician national certification exams that are available to students, such as the ASPT-Electrocardiograph (EKG) Technician exam
- The Microsoft Office Desktop Skill modules will prepare students to sit for the Microsoft Office User certification exams.

STUDENT TUITION: ..................................$2,500

Online e-learning Program
Program Duration: 4 Months *Students will have an additional 12 months access to the programs

Electronic Health Records Management (EHRM) Program

Access to health information is changing the ways doctors care for patients. With the nation’s healthcare system moving to the electronic medical record, numerous employment opportunities exist for medical assistants, health information systems staff, patient registration professionals and other related positions. Healthcare professionals with the ability to understand, update and maintain the electronic health record are in great demand. This program prepares students to understand and use electronic records in a medical practice. Course reviews the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record.

This Electronic Health Record (EHR) Management program prepares students to understand and use electronic records in a medical practice. Course reviews the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record.

National certification examination opportunities for successful students are as follows:

- Students who complete this comprehensive course would be prepared to sit for the National Healthcareer Association (NHA) Certified Electronic Health Record Specialist (CEHRS) exam.
- The Microsoft Office Desktop Skill modules will prepare students to sit for the Microsoft Office User certification exams.

STUDENT TUITION: ..................................$2,500

Online e-learning Program
Program Duration: 4 Months *Students will have an additional 12 months access to the programs

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Dialysis Technician

As kidney failure continues to be a growing national health problem, kidney disease is driving the growing demand for well-trained dialysis technicians. Dialysis technicians are employed in hospitals, outpatient clinics, and other medical facilities. The number of dialysis technician jobs has the potential to increase by more than 35% by 2018. While most technician training has historically been done “on-the-job,” today’s healthcare employers are seeking well-trained technicians who possess the necessary knowledge and skills to fill this growing number of positions. This Dialysis Technician Program provides students with the knowledge needed to perform as a dialysis technician. This program will review kidney dialysis machines, preparing dialyzer reprocessing and delivery systems, and review equipment maintenance. Additionally, this program includes a detailed review of Microsoft Office end user tool including Word, Power Point, Access, Outlook and Excel.

National certification examination opportunities for successful students are as follows:

- This program is designed to cover the key objectives of the leading dialysis technician certification exams. Although some students do immediately pursue certain certifications, most national exams require job experience for formal dialysis technician certification. The BOENET Certified Hemodialysis Technologist/Technician examination requires one year of experience (12 months) in nephrology patient care, and current active participation in an ESRD facility
- The Microsoft Office Desktop Skill modules will prepare students to sit for the Microsoft Office User certification exams.

STUDENT TUITION: $2,500

Medical Billing & Coding Program

Medical billing and coding is one of the fastest-growing careers in the healthcare industry today! The need for professionals who understand how to code healthcare services and procedures for third-party insurance reimbursement is growing substantially. Physician practices, hospitals, pharmacies, long-term care facilities, chiropractic practices, physical therapy practices, and other healthcare providers all depend on medical billing and coding for insurance carrier reimbursement. This billing and coding course offers the skills needed to perform complex coding and billing procedures. The course covers: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-10 (Introduction and Guidelines) and basic claims processes for insurance reimbursements. Additionally, this program includes a detailed review of Microsoft Office end user tool including Word, Power Point, Access, Outlook and Excel.

National certification examination opportunities for successful students are as follows:

- Numerous national certification exams are available for students who complete this course including American Academy of Professional Coders (AAPC), American Health Information Association (AHIMA) and others.
- The Microsoft Office Desktop Skill modules will prepare students to sit for the Microsoft Office User certification exams.

STUDENT TUITION: $2,800

Pharmacy Technician with Clinical Externship

The need for Pharmacy Technicians continues to grow with demand expected to increase substantially through 2014. Technicians work under the supervision of a registered pharmacist in hospitals, home infusion pharmacies, community pharmacies and other healthcare settings. This high demand for pharmacy technicians is the result of a multitude of factors including the constant availability of new drugs, the national shortage of registered pharmacists, the establishment of certified pharmacy technicians, and the aging population. Approximately 400,000 technicians will be employed by the year 2018 to meet our nation’s growing healthcare demands. This comprehensive course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCB exam. Course content includes pharmacy medical terminology, reading and interpreting prescriptions and defining generic and brand names drugs and much, much more! Additionally, this program includes a detailed review of Microsoft Office end user tool including Word, Power Point, Access, Outlook and Excel. Program also includes a clinical externship with a local healthcare provider.

National certification examination opportunities for successful students are as follows:

- The Pharmacy Technician modules will prepare students to sit for the Pharmacy Technician Certification Board (PTCB) pharmacy technician certification exam
- The Microsoft Office Desktop Skill modules will prepare students to sit for the Microsoft Office User certification exams.

STUDENT TUITION: $2,500

Medical Math (online)

(TECM1013--Occupational Math)

Master medical calculations in an engaging environment! In these fun and practical lessons, you’ll gain the medical math skills you need for anything from calculating dosages to using scientific formulas. Whatever medical field you’re in, the hands-on activities in this course will help you perform day-to-day math tasks quickly and easily. You’ll begin with a review of fractions, decimals, and percentages, and then dive into measurement systems and conversions used in the medical field. Next, you’ll do dosage calculations for oral, parenteral, and intravenous medications. You’ll explore three different methods you can use for dosage calculations: proportions, dimensional analysis, and the formula method. You’ll also learn an easy formula that you can apply to many dosage calculations. Finally, you’ll get an introduction to basic statistics and probability. You’ll find out how to interpret the latest medical findings for your patients, and journal articles will no longer be a mystery!

TECM 6002 .................................................. $109
1/13-3/4 (online)
2/10-4/1 (online)
3/16-5/6 (online)
4/13-6/3 (online)
5/18-7/8 (online)

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Spanish for Medical Professionals (online)
(SPNL1001—Health Care Spanish)

With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it’s more crucial than ever for health professionals to learn medical Spanish. This course skips the “touristy” topics and focuses on the survival Spanish medical personnel really need to know in a medical setting. Starting with the basics of Spanish pronunciation, you’ll move right into simple words for everyday topics including colors, numbers, conversational phrases, family names, and words for asking questions. Next, you’ll get to the meat of the course as you discover how to ask about pain, symptoms, medical histories, insurance, and patients’ feelings. You’ll also learn how to talk about body parts, diets, and medical care and treatment. Along the way, entertaining games and stories will help you practice your new vocabulary as you gain awareness about Latin American culture. By the end of this course, you’ll have a foundation in basic medical Spanish that you can build on for years to come. ¡Vamos! (Let’s go!) Also available, instructor led classes for your entire office...call Corporate Services at 903-510-2965 for more information about customized Spanish training for your office or group.

Requirements: Internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads at http://www.adobe.com/downloads - click Get Adobe Flash Player and Get Adobe Reader).

SPNL6001 ...................................................$109
1/13-3/4 (online)
2/10-4/1 (online)
3/16-5/6 (online)
4/13-6/3 (online)
5/18-7/8 (online)
Go to www.ed2go.com/tjc

Food, Nutrition, and Health
(VNSG 1016—Nutrition)

Food and nutrition have a profound impact on our health as well as the health of our planet. You’ll examine the impact of stress on the body and the health crisis posed by obesity in the U.S. You’ll also learn how we can change our eating habits for more healthful outcomes, including swapping processed sugar for other sweeteners, adding probiotics to the diet, and harnessing the healing effect of herbs.

Ultimately, you’ll gain insight into how food interacts with our bodies on multiple levels—physical, mental-emotional, and spiritual—as well as the impact it has globally.

VNSG...........................................................$109
1/13-3/4 (online)
2/10-4/1 (online)
3/16-5/6 (online)
4/13-6/3 (online)
5/18-7/8 (online)
Go to www.ed2go.com/tjc

Basic Medical Coding (online)
(POFM 1000 Basic Medical Coding)

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.

Prerequisite: Consent of instructor

POFM 1000 ...................................................$421
1/19-5/12 (online)

Intermediate Medical Coding (hybrid)
(POFM 2010 Intermediate Medical Coding)

Assignment and application of various coding guidelines with emphasis on physician billing and regulatory requirements. Includes code selection for Evaluation and Management (E/M) and Medical/Surgical cases.

Prerequisite: Consent of instructor

POFM 2010 ...................................................$421
1/19-5/12 R (hybrid) 5:30-6:45 p.m.
Location: Pirtle Technology 301
COMPUTERS

Introduction to Computers
(ITSC1012-Beginning Computers)
This course is designed for the novice computer user. It is intended to be an overview of computer components, operating systems, and applications software. It utilizes a hands-on approach that prepares you to take other computer courses. Skills building is accomplished in follow-on courses. Textbook is provided. (12 hrs.)

Windows 8 with Internet Application
If you’ve learned the basics of computer usage, this course will show you even more things your computer can do for you. Learn how to manage windows and folders, sort and filter files, run programs, manage security settings and to take advantage of Windows’ multimedia features for photos, music and videos. Other topics include the customization Explorer. Learning is reinforced with plenty of illustrations and practical, hands-on projects and exercises that allow students to apply what they’ve learned. (12 hrs.)

Office 2013 Basic: Word, Excel and PowerPoint
(ITSC1022—Introduction to Computer Applications in Business)
Get the information and tips that not only explain how to perform a task, but why you need this procedure and when it’s best to use it. This short nine-hour course is designed for students with basic computer knowledge to get an overview of Word, Excel and PowerPoint. Topics include methods of using Word to navigate and select techniques, edit text, choose page layout, and proofing and printing documents. Students will use Excel to navigate workbooks, enter and edit data, modify a worksheet, use basic functions, format worksheets, print and create charts. PowerPoint topics include how to create a presentation, select a theme, create and organize slides, use slide transitions, add notes, work with placeholders, and preview and output the show. (9 hrs.)

Prerequisite: Computer Basics or Introduction to Computers of consent of instructor

ITSC1026.......................................................$99
4/26-5/3 TR 2:00-5:00 p.m.
4/23 S 8:30 a.m.-5:30 p.m.
Location: RTDC

Acrylic Painting & Mixed Media
This introductory studio course explores basic painting principles, strategies, motivations and techniques. This course is designed for students who have little to no experience in painting and is intended to provide student with a fundamental knowledge of media, vocabulary, and techniques. Students will explore the use of color, and composition, as well as the application of multimedia. Instructor, Gale Lassiter.

ARNF1030 .......................................................$69
1/28 – 3/3 TR 9:00-11:00 a.m.
1/30 – 3/3 R 6:00-8:00 p.m.
3/17 – 4/21 R 6:00-8:00 p.m.
Location: RTDC

Drawing for Beginners
Join artist and instructor Gale Lassiter for an introductory studio course on basic drawing principles, strategies, motivations and techniques. This course is designed for students who have little to no experience in drawing, and is intended to provide student with a fundamental knowledge of media, vocabulary, and techniques. Students will explore mark-making through the use of graphite, charcoal, and pen and ink. There will be a focus on various methods of seeing, which broaden the students understanding of the visual world.

ARNF1030 .......................................................$69
1/28 – 3/3 TR 9:00-11:00 a.m.
1/30 – 3/3 R 6:00-8:00 p.m.
3/17 – 4/21 R 6:00-8:00 p.m.
Location: RTDC

FINE ARTS

Advanced Acrylic Painting & Mixed Media
This advanced course will build upon the basic painting principles, strategies, and techniques taught in the beginner’s Acrylic class. The course is designed for students who already possess a fundamental knowledge of techniques, media, and vocabulary. Students will advance their skills in color mixture, composition, and practice advanced methods of painting.

Supplies Needed: 1 Canvas or Canvas Board

ARNF1030 .......................................................$69
1/26-3/1 T 1:00-3:00 p.m.
Location: RTDC

ARNF1030 .......................................................$69
3/28-5/2 M 6:00-8:00 p.m.
Location: RTDC

About Your Instructor

Marilyn Brosang • Floral Design
Marilyn, AIFD, AAF, TMF is a graduate of Mercyhurst College in Erie, Pennsylvania, studied floral design at Texas A&M and was inspired by such designers/authors as Hattomi Gilliam, Gregor Lersch, and Els Hozenburg. Marilyn stresses flexibility and creativity and believes one should develop a design style unique unto themselves. Marilyn is a certified Texas Master Florist and has achieved distinction of being a chosen member of American Institute of Floral Designers. She and her husband William owned Brosangs Flowers in Tyler for thirty-five years. They love people, and believe in using their talents for community service. Marilyn was invited to design the flowers for the inauguration of President George W. Bush in Washington D.C. in 2001 and 2005.
Beginners Floral Design

Have you always loved flowers? Do you have an “eye” for shape, color, and texture? If you answered “yes” to either of these questions, then this course is for you! Enhance your love of flowers by continuing to build your skills as a designer. Acquire the learning skills on the principles of design and floral arranging. During each class session, you will complete a new and beautiful fresh flower arrangement that you will be able to cherish and take home. Throughout the course you will also learn the proper floral care and handling techniques, the elements and principles of design and floral arranging. By taking this course, you will be able to dazzle your friends and family with your arranging skills. You may even decide to make a career move. Fresh flowers (i.e. roses, mums, sunflowers, and lilies), filler flowers, and greenery are all included.

Supplies Required: Floral vessel (1 to 1.5 inches wide), tools, knife designed for cutting wire, and any other design supplies such as tulle, ribbon, wire, etc.

FMKT2010 ....................................................$89
1/28-2/18 R 6:00-8:00 p.m.
Location: RTDC

Intermediate Floral Design

Why stop at the beginner’s level of Floral Design? Continue to expand your knowledge of floral designing skills by participating in the Intermediate Floral Design course. This course covers the latest trends in design and design principles such as line, depth, color, and elements of fresh floral construction. During each class session, you will continue to build upon your designing skills and put together and even larger arrangement with the use of additional mixed fresh flowers. There will be a higher emphasis on applying the elements and principles of floral designing. A larger mix and variety of fresh flowers, filler flowers, and greenery will be included.

Supplies Needed: Floral Vessel (4x4 soup bowl size, colored pottery type, non-Crystal, non-glass), wire cutters, paring knife, scissors, greens (ex: Fillers), tulle, ribbon, branching, moss balls, 3 (three) dried mushrooms, wire cutters, paring knife, scissors, and any other design supplies student wishes to bring such as tulle, ribbon, different sized rocks, marbles, lights, filler flowers, etc.

FMKT1012 ....................................................$95
2/25-3/24 R 6:00-8:00 p.m.
Location: RTDC

Advanced Floral Design

Expand your skills beyond the basics and intermediate levels of floral design techniques. This course will prepare you for a more in-depth coverage of advanced floral design practices used in the retail and floral industry. As you progress through your course lessons, you will expand your understanding of floral theory in terracing, parallelism, new convention, and formal linear design techniques and mechanics. This class will cover the latest trends and techniques found in contemporary floral design today. Supplies Required: The first class day project will be a landscape piece. Floral Vessel (4x4 Soup Bowl Size, Colored Pottery Type, Non-Crystal, Non-Glass), Branching, Moss Balls, 3 (three) Dried Mushrooms, wire cutters, paring knife, scissors, and any other design supplies student wishes to bring such as tulle, ribbon, different sized rocks, marbles, lights, filler flowers, etc.

FMKT1011 ....................................................$95
3/31-4/28 R 6:00-8:00 p.m.
Location: RTDC

Permanent Floral Design

Love flowers you see in your friends homes and wish you could replicate them? Now you can! In this four week design class students will learn how to create unique, floral trends by using permanent botanicals. Students will create designs inspired by nature while using unexpected elements such as driftwood, mosses, and iron. These trends will add an instantly glamorous look to your home or office. Join Master Florist Marylin Brosgan as she unveils a new course in her Floral Design series.

Materials Needed: Wire cutters, Brown Floral Tape, Green Moss, 1-4x4 ceramic tile (Ivory or White), 3 large sized permanent flowers, 3 stems of artificial vines, 3 stems of artificial green grass.

FMKT2011 ....................................................$65
2/3-2/24 W 6:00-8:00 p.m.
Location: RTDC

Beginner’s Guide to Getting Published (online)

Do you know the five most common reasons why manuscripts are instantly rejected—often without even being read? Do you know how to correctly format and submit a manuscript? Do you know which publishing markets most fit your writing style? Can you write a query letter that publishers won’t be able to resist?

Concept to Completion: The Basics of Interior Design

Take your room from drab to fab! Join Larry Lott, of Larry Lott Interiors as he shares his expert interior design secrets. Larry will teach students how sketch a room, place furniture properly, and avoid traffic flow issues. On top of that students will get to learn about current design and color trends, discuss fabric samples and ways to incorporate colors and patterns in spaces. Larry will also include a video presentation about the Norwalk Furniture line and their history of made in America furniture. This class will enable you to turn any room into a stunning work of art! Don’t miss it!

INDS2010 ....................................................$60
2/18 – 2/25 R 6:30 – 8:00 p.m.
Location: Larry Lott Interiors

HELP A GOOD CLASS MAKE!
INVITE A FRIEND TO CLASS.
903-510-2900

Larry Lott • Interior Design

A Tyler native, Larry achieved an Associate’s degree from El Centro College-Dallas in fashion design and was named most outstanding design student. He then graduated in the top 10 percent of his class from The Paris Fashion Institute. After working in the fashion world for many years, Larry transitioned into Interior Design and has owned his own Furniture and Design Studio, in Tyler, for almost 6 years. From concept to completion and everything in between, Larry will help guide you to better understanding of Interior Design.

About Your Instructor
FITNESS & RECREATION

Personal Training for Fitness
Personal fitness training offers one-on-one fitness instruction to persons desiring an individual approach to getting in shape. Each workout program is customized to fit the needs of the individual and offers that “extra something” to help you adhere to a program. After a general health survey and fitness evaluation, a certified personal fitness trainer will guide you toward better health and fitness with goal setting, motivation and proper exercise techniques. Class limit 10.

OHPE2074 (5 VISITS) .................................$159
1/4-5/31 Varies Varies
OHPE2075 (10 VISITS) ...............................$299
1/4-5/31 Varies Varies
Location: OHPE

Please call 903-535-5292 prior to registration.

Senior Walking Round-Up
Includes usage of the indoor track at the OHPE during regular business hours. Ages 55 plus.

OHPE2016 ....................................................$49
1/4-5/31 MTWRF
Location: OHPE

Personal Training for 50+ Seniors
Personal Training for Seniors is a flexible one-on-one service specifically designed for the needs of the senior adult by an instructor certified by the American Senior Fitness Association. After a health profile and fitness assessment, the participant will be guided individually through a customized program which may involve areas such as general fitness training, post-rehab training, strength training, functional fitness training or training for the senior athlete and more. Class limit 10.

OHPE2078 (5 VISITS) .................................$159
1/4-5/31 Varies Varies
OHPE2079 (10 VISITS) ...............................$299
1/4-5/31 Varies Varies
Location: OHPE

Please call 903-535-5292 prior to registration.

Aquacize Basics
This flexible and fun shallow water program incorporates all aspects of fitness with extended flexibility and strength/toning segments. The unique properties of water allow a varied intensity level designed to fit the needs of the individual with some physical limitations to the intermediate level water exerciser. Some benefits reported include increased stamina, flexibility, strength and a sense of well being. Class limit 18.

OHPE4002 ....................................................$89
1/4-4/20 MW 1:00-1:50 p.m.
1/5-4/19 TR 9:55-10:45 a.m.
Location: OHPE Pool

Adapted Aquatics
This flexible swimming water activity program is for persons with limited mobility. The goal is to adapt the skills and basic movements of water exercise and swimming to the capabilities and needs of participants. Special emphasis is placed on improvement in the areas of coordination, strength, flexibility and endurance. Class limit 18.

OHPE4001 ....................................................$89
1/4-4/20 MW 10:00-10:50 a.m.
Location: OHPE Pool

Water Walking
Water Walking is an individually paced class designed to work various muscles of the body to promote personal health by increased heart rate, lung capacity and range of motion. Walking a mile in the water is equivalent to walking two miles on land. Through these exercises, students will improve their stamina and balance while also working on their core and strengthening their muscles in a low impact environment. Students will choose between quiet, easy paced muscle stretching and joint warming workout or a fast paced march.

OHPE2080 ....................................................$89
1/12-4/28 TR 1:00-1:50 p.m.
Location: OHPE Pool

FOOD & WINE

The Art of French Cooking
Work alongside award winning Chef Maurice Zeck as he teaches students about the fine art of French cuisine. This hands on course will teach you the skills to make a masterpiece for every dinner. Students will explore the French regions of Provence, Bordeaux, and the Loire Valley as they cook foods that are typical to these regions. Learn how to sauté, chop, prep sauces, braise, and so much more! As you cook, Maurice will discuss local cultures and historical events related to the food you’re preparing. To wrap up each evening, students will get to dine together. Chef Maurice will use his skills to familiarize students with French method cooking and tastefully integrate food and culture in this exciting new class!

CULN2033 ....................................................$185
2/11 – 2/25 R 6:30 – 8:30 p.m.
Location: Meals on Wheels

Taste and Sea
Looking for an exciting night out? Work alongside award winning Chef Maurice Zeck to prepare a scrumptious three course meal of Pacific North coast seafood. This salmon delicacy will have your taste buds asking for more! This hands on course will teach you how to cook like a pro, pair wines, and you’ll learn the history behind the meals you prepare. Then sit down for a relaxing dinner amongst new friends! Chef Maurice has spent over 30 years as a chef and is recently retired from New Mexico State University’s School of Hotel, Restaurant, and Tourism Management. His passion for cooking and love of teaching will make this a sizzling class you don’t want to miss.

CULN2032 ....................................................$60
3/18 F 6:30 – 8:30 p.m.
Location: Meals on Wheels

Wine Pair with Asian Flair
Join us as we delve into the world of wine and food pairings with Sommelier Dr. Mark Wagstaff and local dining sensation Three Z Asian Cuisine. This Asian fusion restaurant located in the heart of Tyler is locally owned and offers a hip, intimate environment as well as mouthwatering gourmet food that keeps locals coming back for more. Dr. Wagstaff will show you how to pair the proper wine with your favorite Asian cuisine as you indulge in succulent food and meet great new people. This will be a class you don’t want to miss!

CULN2031 ....................................................$45
4/7 R 6:30 – 8:30 p.m.
Location: Three Z Asian Cuisine

Dr. Mark Wagstaff • Certified Sommelier

Dr. Mark Wagstaff received bachelor’s degrees from Lamar University in 1972, his master’s from the University of South Carolina in 1977, and his doctorate from Baylor University in 1997. He has studied at the University of Strasbourg, France and has also completed the Johnson and Johnson Fellows program at the Anderson Graduate School of Management at U.C.L.A. Dr. Wagstaff has been inducted into several honor societies such as Pi Sigma Alpha, Pi Delta Phi (Société D’Honneur Française), and Phi Sigma Iota. Dr. Wagstaff’s travels include visits to various regions of France, Italy, Greece, Argentina, Chile, California, Oregon, and Washington for the purpose of studying wine and cuisine. Dr. Wagstaff was awarded his sommelier certification in 2007 by the International Sommelier Guild; he has been instructing wine classes at TJC for the last eight years.
Authentic Italian Cooking with La Cucina D’Angelo
Carlo D’Angelo brings authentic Italian food to East Texas through his interactive cooking school, La Cucina D’Angelo. A first generation Italian, Carlo will teach students how to prepare gourmet Italian food from scratch and show them how to easily replicate it in their own homes. From fresh pastas to savory deserts, this will be a hands-on course you don’t want to miss. You’ll enjoy cooking side by side with Carlo as he teaches proper cooking techniques, how to prepare meals with confidence and so much more! Carlo will give each student their own set of ingredients so after you’re done cooking, you get to eat your tasty creation! Buon appetito! Join us for a night of entertainment and learning as Carlo shares his passion for Italian homestyle cooking.

CULN2030 .....................................................$65
4/21  R  6:30-8:30 p.m.
Location: Meals on Wheels

ABOUT YOUR INSTRUCTOR
Carlos Gutierrez • Spanish
Carlos is a native of Bogota, Colombia. He holds a Master’s degree in Spanish from Texas A&M Commerce and has taught college classes since 1997. He enjoys teaching about the Spanish speaking cultures and their language. He has lived all around the world, but currently resides in East Texas.

FOREIGN LANGUAGE

Basic Conversational Sign Language I in the Workplace
(SLNG 1003 Conversational American Sign Language for the Workplace)
An introduction to sign language, fingerspelling, and numbers. Provides basic functional communication skills with individual who are deaf. (16 hrs.)
SLNG2009 .....................................................$89
2/8-3/2  MW  6:00-8:00 p.m.
Location: RTDC

Basic Conversational Sign Language II in the Workplace
(SLNG1004 Conversational American Sign Language for the Workplace II)
This course builds on the skills from Basic Conversational Sign Language I in the Workplace. Developmental of basic conversational skills through practice designed to improve communication with clients/co-workers who are deaf. Expand the use of ASL linguistic features and gain cultural awareness in the Deaf Community.
PREREQUISITES: To participate, student must have completed the Basic Conversational I in the workplace or one semester of Beginning Sign Language course.
SLNG2010 .....................................................$89
3/14-4/6  MW  6:00-8:00 p.m.
Location: RTDC

Speed Spanish
Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You’ll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!
FRNL6001 .....................................................$109
1/13-3/4  (online)
2/10-4/1  (online)
3/16-5/6  (online)
4/13-6/3  (online)
5/18-7/8  (online)
Go to www.ed2go.com/tjc

CHANGE HAPPENS!
Call before you drive to confirm the start time and location of your class.
903-510-2900

Convrotional Spanish I
This course is an introduction to the study of the Spanish language. It is designed for beginner students to develop conversational skills such as basic greetings, asking questions, how to create sentence structure, and the use of present and immediate future tenses.
Optional Textbooks: Barron’s 501 Spanish Verbs 7th Edition; Barron’s Spanish Grammar 3rd Edition; Madrigal’s Magic Key to Spanish, Publisher: Broadway Books.
FRNF1008 .....................................................$89
2/2 – 3/3  TR  7:00 – 8:00 p.m.
Location: Tyler Junior College Main Campus

Conversational Spanish II
This course continues on Spanish instruction and is designed for students who have previous conversational skills. Students will learn the cultural notions and further develop their language skills.
Optional Textbooks: Barron’s 501 Spanish Verbs 7th Edition; Barron’s Spanish Grammar 3rd Edition; Madrigal’s Magic Key to Spanish, Publisher: Broadway Books.
FRNF1009 .....................................................$89
3/22 – 4/21  TR  7:00 – 8:00 p.m.
Location: Tyler Junior College Main Campus

French – Traveling Basics
This course introduces the students to basic vocabulary and fundamental words and phrases for traveling in France. Knowing proper pronunciation, grammar, and everyday jargon are essential tools for traveling abroad. Learn about French customs, culture, and everyday life. Even if you don’t plan on traveling overseas anytime soon, this is a great beginner’s course into the French language. Bienvenue!
TRAV2016 .....................................................$89
2/8 – 2/29  M  6:30 – 8:00 p.m.
Location: RTDC

CHANGE HAPPENS!
Call before you drive to confirm the start time and location of your class.
903-510-2900

GENERAL INFORMATION ON CONTINUING EDUCATION POLICIES MAY BE FOUND ON PAGE 55.
GRANT WRITING

Let’s Write a Grant for That!  
(ETWR1000—Grant Writing)

Have you ever heard that from one of your board members? Grants are a great way to find extra money for your organization and its projects, but it’s not as easy as it sounds, especially if you are new to seeking grants and writing proposals.

In this beginner class you will learn how to navigate through the world of grants, including understanding grant terminology, planning a project funders will like, and basic proposal writing skills. During the class you will complete a basic project plan and write a simple letter proposal. We will end the class with a critique of each proposal.

Supplies: Textbook is optional. The Complete Book of Grant Writing, Publisher: Sourcebooks, Inc

Note: This class is not for individuals seeking grants for for-profit businesses.

ETWR9003 ..................................................$79  
2/11 R 9:00 a.m. -5:00 p.m.
2/13 S 9:00 a.m. -5:00 p.m.
Location: RTDC

How to Survive (and Thrive) as a New Nonprofit  
(BMGT1012 Fundamentals of Management)

Congratulations! Your nonprofit has just received its stamp of approval from the IRS or you know it’s coming soon. So, what do you do next to stay legal, grow your organization, and get organized for now and the future? This course is packed with the vital information and advice you need to get started and keep your nonprofit performing at its peak. From information on the various aspects of a nonprofit organization to the details of what is needed for the life of your organization, this course will help you plan ways to execute for the long haul. Topics include the life cycle of a nonprofit, programs and services, programs and services, governance and board issues, systems and operations/legal issues, finances and fundraising, and marketing and community awareness.” A free online guide with additional resources will be provided at the conclusion of the course, which is designed for new nonprofits and new nonprofit leaders, or those anticipating approval from the IRS. (7 hrs.)

BMGT 1012 .....................................................$79  
2/20 S 9:00 a.m. -5:00 p.m.
Location: RTDC

Developing Your Grant Strategy  
(ETWR1000—Grant Writing) The difficult part of winning grants for your non-profit organization is finding the right funders who match your mission.

In this course, you will join an experienced grant writer in our computer lab for hands-on searches of ways to find grant funding for a project. Topics include developing your decision scale, creating project descriptions, identifying grant sources, locating free and paid grant resources, creating your grant strategy, and the importance creating your grant calendar. (7 hrs.) Prerequisites: Let’s Write a Grant for That, or consent of instructor.

Supplies: Textbook is optional. The Complete Book of Grant Writing, Publisher: Sourcebooks, Inc

ETWR 1000 ..................................................$79  
2/27 S 9:00 a.m. -5:00 p.m.
Location: RTDC

Getting to Know QuickBooks  

This short, one night overview course will show you the basics of QuickBooks, the ideal business accounting software for small to mid-sized business owners, or nonprofit agencies, that can save you time on bookkeeping and paperwork making it easier to run your business. Topics include accounting from a small business perspective, what financial statements are, accounting principles, the use of debits and credits as used in QuickBooks, ways to check the accuracy of numbers, how QuickBooks is used in communicating with accountants, and the use of budgeting and accounting in QuickBooks. (2 hrs.)

ACNT1018 ..................................................$39  
2/1 M 6:00-8:00 p.m.
Location: RTDC

PHOTOGRAPHY

Digital Photography Made Easy  
(PHTC1091-Special Topics in Commercial Photography)

This class will discuss many aspects of your DSLR camera. Concentrating on the Factors of Exposure, metering and white balance to get you working in manual mode by the end of the day. Composition, light and memory card health will also be discussed. This class will have a hands on session so you can get out and apply what you have learned and have opportunities to ask questions.

Supplies: Students will need to bring a DSLR camera (fully charged), memory card, fresh batteries and note taking supplies for this class.

(8 hrs.)

PHTC1012 ..................................................$119  
1/9 S 8:30 a.m. - 4:30 p.m.
2/13 S 8:30 a.m. - 4:30 p.m.
3/19 S 8:30 a.m. - 4:30 p.m.
4/9 S 8:30 a.m. - 4:30 p.m.
5/7 S 8:30 a.m. - 4:30 p.m.
Location: RTDC

Flash and Off Camera Lighting  
(PHTC1091-Special Topics in Commercial Photography)

In this class you will learn how to add light to your subject or scene in creative and interesting ways. Lighting with Speedlights is easy and affordable to all. This class will discuss your flash and the equipment used to get it off your camera for even more dramatic lighting. Light modifiers and reflectors will also be a topic and demonstrated. Students will need to bring your camera, memory card, flash (speedlight) w/manual and fresh batteries for both. This class will mostly be hands on and demonstration. (8 hrs.)

ITSW1008 ..................................................$149  
1/23 S 8:30 a.m. -4:30 p.m.
2/27 S 8:30 a.m. -4:30 p.m.
Location: RTDC
Travel and Nature Photography
Join our instructor at Tyler’s Caldwell Zoo to discover the fascinating world of travel through a photographer’s eye as you spend the day working with your DSLR camera and photographing the wildlife. This course is filled with tips, tricks, photography question and answers. Class discussion will be largely driven by attendees’ questions. (8 hrs.)

PREREQUISITE: Digital Photography Made Easy or a good understanding of how to use your camera in manual mode.


TRAVEL

Amsterdam and the Keukenhof Gardens
6-day Tour Includes:
• Round-trip air transportation with a major airline and airport transfers
• The services of your bilingual Tour Guide
• A professional local guide in Amsterdam
• 4 nights’ accommodations in well-located hotels, including baggage handling
• Buffet breakfast daily, 1 three-course dinner, including wine or beer
• Private deluxe motor coach

Flight to the Netherlands
Day 1: Your journey begins with a regularly scheduled overnight flight to Europe on an internationally recognized airline.

Arrival in Amsterdam
Day 2: Touchdown in Amsterdam. A Go Ahead representative greets you at the airport and escorts you to your hotel. Gather with your fellow travelers for an included welcome dinner this evening. Included meals: breakfast (in flight), dinner

Amsterdam Sightseeing
Day 3: Embark on a walking tour of Amsterdam this morning. A local guide will introduce you to the countless canals and unique character. Highlights include the magnificent houseboats that dot the canal banks, the myriad bicyclists that crowd the streets and the flocks of pigeons and clusters of monuments that populate Dam Square. Included meal: breakfast

Excursion to Delft
Day 4: Enjoy an excursion to Delft, a charming town of canals, cobbled alleyways and medieval architecture. Included meal: breakfast

Keukenhof Gardens
Day 5: With its millions of flowers growing on 70 acres of gardens, Keukenhof has been a showplace for the Dutch floral industry for over 50 years. En route to this full-day excursion, you’ll stop at the Aalsmeer Flower Auction. Then you’ll arrive at Keukenhof, home of the largest flower garden on Earth, where you’ll have plenty of time to explore the grounds.

Each spring, more than 7 million flowers burst into bloom, including yellow daffodils, crocus, narcissi and hyacinths, as well as over 1,000 colorful and original varieties of tulips. This evening, celebrate your last night in Amsterdam with a canal cruise. Included meal: breakfast

Departure
Day 6: A Go Ahead representative accompanies you to the airport for your flight home. Included meal: breakfast

WELDING

Farm & Ranch Welding (WLDG1091-Special Topics in Welder/Welding Technologist)
This course is designed for the beginning welder who has limited or no welding experience. The emphasis is on basic practical welding of steel for home or farm use. Safety will be emphasized with supervised lab practice in gas welding, cutting, brazing, soldering and arc welding. Various welding equipment and welding techniques will be surveyed. (24 hrs.) (Class limit 10)


Farm and Ranch Welding, Level 2 (WLDG1015-Maintenance Welding)
This course is a follow up to Farm and Ranch Welding. Topics include reading simple blueprints with basic lines, views, welding symbols and abbreviations; welding of various butt joints, lap joints, T joints, and outside corners; plasma cutting; and flux cored arc welding. The course will conclude by applying the learned skills to complete a class project. (24 hrs.) (Class limit 10)

Prerequisites: WLDG1060 Farm and Ranch Welding


WLDG1006 .................................................$489
4/1-5/6 F 5:00-9:00 p.m.
Location: STC
Technician/Assistant

Clinical Medical Assistant Program
(MDCA1060-Clinical Medical/Assistant)

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office or hospital setting. Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures and the technical aspects of phlebotomy. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, injections, vital signs and documentation, professional workplace behavior, basic math principles, ethics and the legal aspects of healthcare. Students would be eligible to sit for the National Health Student is responsible for certification exam fee. (70 hrs.)

Note: There is no outside clinical rotation included with this program.

TJC-JACKSONVILLE
MDCA1060 ..............................................$1,999
2/16-5/19  TR 6:00-9:30 p.m.
Includes 5 Saturdays: 2/27, 3/19, 4/9, 4/23, 5/7  S 9:00 a.m.-3:30 p.m.
Location: TJC-Jacksonville

TJC-LINDALE
MDCA1060 ..............................................$1,999
2/16-5/19  TR 6:00-9:30 p.m.
Includes 5 Saturdays: 2/27, 3/19, 4/9, 4/23, 5/7  S 9:00 a.m.-3:30 p.m.
Location: TJC-Lindale

Medical Administrative Office Assistant Program
(MDCA1021-Administrative Procedures)

This course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks are all positions in great demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field. This program meets the necessary requirements to take the National Health career Association (NHA)-Certified Medical Administrative Assistant (CMAA) exam.

Textbook and materials provided. Student is responsible for certification exam fee. (70 hrs.)

Note: There is no outside clinical rotation included with this program. Some healthcare providers including hospitals, clinics or other related facilities might require additional clinical skills not covered by this program.

TJC-JACKSONVILLE
MDCA1022 ..............................................$1,499
2/16-4/12  TR 6:00-9:30 p.m.
Includes 3 Saturdays: 2/27, 3/19, 4/2  S 9:00 a.m.-3:00 p.m.
Location: TJC-Jacksonville

TJC-LINDALE
MDCA1022 ..............................................$1,499
2/16-4/12  TR 6:00-9:30 p.m.
Includes 3 Saturdays: 2/27, 3/19, 4/2  S 9:00 a.m.-3:00 p.m.
Location: TJC-Lindale

Phlebotomy Technician Program
(PLAB1023-Phlebotomy)

This Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and clinical training in skills and techniques to perform puncture methods. The program also includes lab exercises, live blood draws, work with a training arm and other exercises intended to prepare students to function as an entry level Phlebotomy Technician. Textbook and materials provided. (90 hrs.)

Note: There is no outside clinical rotation included with this program. Students interested in receiving additional clinical experience, may sign up for the optional Phlebotomy Clinical Course.

TJC-JACKSONVILLE
PLAB1023 ...............................................$1,899
2/15-5/2  MW 6:00-9:30 p.m.
Includes 3 Saturdays:
2/27, 4/9, 4/23  S 9:00 a.m.-3:00 p.m.
Location: TJC-Jacksonville

TJC-LINDALE
PLAB1023 ...............................................$1,899
2/15-5/2  MW 6:00-9:30 p.m.
Includes 3 Saturdays:
2/27, 4/9, 4/23  S 9:00 a.m.-3:00 p.m.
Location: TJC-Lindale

Register Early! 903-510-2900
Optional Phlebotomy Clinical*

(PLAB1060-Clinical-Phlebotomy/Phlebotomist)

This clinical experience is designed to give students who successfully complete Phlebotomy Certification training the option to experience working in an actual medical laboratory setting. Students will be required to perform 75 successful venipuncture’s under the supervision of a clinical supervisor. Experience provides practical and general workplace training. This course is optional and enrollment is only confirmed after TJC receives approval from a clinical site to accept the student. Students will select three preferred clinical sites—TJC will make every effort to secure the student’s preferred clinical location but cannot guarantee it. Student must submit to a criminal background check and drug screen and provide those results to their clinical supervisor the first day of their rotation. (75 hrs.)

*Immunization Records

All students participating in a clinical component of an Allied Health & Nursing course must show proof of the following current immunizations prior to the first day of clinicals:

- Tetanus/diptheria
- Measles, mumps & rubella (MMR)
- Varicella
- Hepatitis B

Effective January 1, 2008, all students involved in direct patient care must have the first dose of the three-dose series before attending clinical. Students who cannot show proof of the hepatitis B vaccine prior to clinicals will not be allowed to attend clinicals and will receive a grade of “no Credit” for their class. Instructors will go over these requirements in more detail the first day of class, and you will be given a specified amount of time to provide shot records or obtain the required immunizations. Typically, immunization records are filed in a secure place upon a student’s completion of the course; however, TJC does not provide copies of these records after the class has been completed. Therefore, students should not give their instructors original copies of shot records, but should provide copies and KEEP the originals.

PLAB1060 .....................................................$75
GENERAL INFORMATION

Auditing
Continuing Education classes may not be audited.

Class Cancellation
The College reserves the right to cancel any course which lacks sufficient enrollment. Every effort will be made to promptly notify all registered students of any cancellation. A full refund is automatically processed unless the student elects to transfer to another course or section. To avoid any cancellations, please register at least one week before the starting date.

All courses listed in the schedule will be taught provided there is a sufficient enrollment in each section to justify the course offering. Time, room and instructor listings are the intention of the College at the time of publication. These listings are subject to change, and are not an assurance to students that they will be taught exactly as published. Students are encouraged to call to confirm that their class has made prior to coming to the first class session.

TJC Vaughn Library
Continuing Education students may have full access to the Tyler Junior College Vaughn Library by obtaining a Library Courtesy Card. Simply fill out an application at the library circulation desk. When you present your completed application to the library circulation desk, along with a current government-issued photo ID, you will receive your courtesy card at that time at no cost to you. Courtesy cards are good for 6 months.

Notice to Veterans about Hazlewood Act
Authorized Texas Veterans may utilize their Hazlewood benefits to attend Tyler Junior College Continuing Education classes. Hazlewood will pay the respective “Fee” for the Continuing Education course but Will Not pay for the instructional material.

NOTE: Dependents are NOT authorized to use Hazlewood for Continuing Education classes!

 Hazlewood Eligibility for Veterans:
1. Texas Resident when they entered the military OR
2. Entered the military from Texas OR
3. Their Home of Record is Texas
4. Have an Honorable Discharge or General Discharge under Honorable Conditions or Honorable Separation or Release from Active Duty
5. Have a copy of their DD Form 214 (Certificate of Discharge). The DD Form 214 is the only authorization document for Hazlewood.

The Registration Coordinator, Continuing Education, located at the TJC West Campus verifies that the Continuing Education Course is eligible for Hazlewood benefits. The TJC Veterans Coordinator is the approving authority for Hazlewood at Tyler Junior College. The Veterans Coordinator is located on the Tyler Junior College main campus.

Registration Coordinator, Continuing Education contact information: 903-510-2947 or plee@tjc.edu
Veterans Coordinator contact information: 903-510-3750 or mcol@tjc.edu

Parking Permits
Parking Permits are required for courses that are located on the main campus. Make sure you have received one at either campus before attending class.

Student Grievances/Appeals
If complaints regarding a Continuing Education class arise or to appeal a student dismissal from any Continuing Education course, contact and/or submit a written statement to the Continuing Education Assistant Dean in the administrative offices on the West Campus within 10 days.

 Piggyback Courses
To register for a piggyback continuing education course, follow the same procedures as outlined for all other continuing education courses. Minimum age for enrollment in a piggyback course is 16. Some piggyback courses may require instructor approval before a student may register.
1. Determine the course and section that you would like to attend.
2. Register for the piggyback continuing education course at the TJC West Campus or at the Registrar’s office in the White Administrative Services Center.
3. Proceed to the scheduled class meeting. Be prepared to show your fee receipt marked “paid” to the instructor.
4. Piggyback students are expected to perform every assignment to receive CEUs for the course.
5. Piggyback courses do not qualify for financial aid.

Record of Achievement: CEUs
Continuing Education Units (CEUs) are a nationally recognized measure of skills or work-related training gained in a continuing education course that meets established criteria. One CEU represents 10 class hours of participation in courses so designed. Continuing Education courses do not earn academic credit.

A Continuing Education CEU transcript may be requested from the registrar’s office at no charge. Reprints of CE certificates are available for $5.

Refund Policy
Refunds may be requested in the Continuing Education offices on the TJC West Campus.* The College refund policy is:
• 100% prior to the first class day
• 100% if class is cancelled by the College
• 80% during the first class day
• None thereafter

Please note: Refund checks are issued in the student’s name and mailed to the student’s mailing address within 2-4 weeks. If paying by check, there is a 2 week wait for checks to clear.

*Some class trips may not follow this refund schedule. Please see class trip/course description for modified refund policies.

Smoking Policy
To promote the welfare and health of our faculty, staff, and students and to provide a healthier environment for all visitors, the Tyler Junior College West Campus institutes the following policy to maintain a tobacco-free campus: TJC prohibits the use of all tobacco products, including but not limited to, cigarettes, electronic cigarettes, smokeless tobacco of any kind, cigars and cigarillos, hookah-smoked products, pipes, oral tobacco, nasal tobacco, as well as any product intended to mimic tobacco products that contains tobacco flavoring or that delivers nicotine other than for the purpose of cessation on all property owned, leased, occupied, or controlled by TJC. This includes all buildings, vehicles, grounds, sidewalks, and streets considered campus property.

Textbooks
Textbooks required for Continuing Education classes may be purchased by the student through the provider of their choice as determined by Texas House Bill 33. Providers may include, but are not limited to, the Tyler Junior College Campus bookstore (located on the lower level of the Rogers Student Center, TJC Main Campus or at www.tjctextbooks.com), Internet providers, publishers or area bookstore retailers. Textbooks are no longer sold at the Tyler Junior College West Campus.

TJC Mission Statement/Accreditation
Mission Statement: To provide a comprehensive collegiate experience that is anchored in the rich traditions of a quality education, vibrant student life and community service.

Accreditation: Tyler Junior College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact SACSOC at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500 or at http://www.sacsoc.org for questions about the accreditation of Tyler Junior College. General inquiries about Tyler Junior College admission requirements, financial aid, educational programs or other offerings should be directed to the College and not the Commission.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual
orientation, age, marital status, disability, veteran status or limited English proficiency (LEP). Tyler Junior College respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.

**Title IX Grievance Procedure/ Sexual Harassment**

Title IX of the Educational Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and it implementing regulations, 34 C.F.R. Part 106 prohibit discrimination on the basis of sex in educational programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students [or employees], which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. By an amendment to the Civil Rights Act of November 1980 and subsequent state legislation, sexual harassment is expressly outlawed and is considered a violation of College policy. Conduct involving unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature shall be considered to constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of academic success.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the student.
3. Such conduct has the purpose or effect of unreasonably interfering with a student’s performance or creating an intimidating, hostile, or offensive environment.

Prohibited is any behavior that represents repeated or unwanted sexual attention or sexual advances, when acceptance of such attention or advance is made a condition of reward or penalty.

To file a complaint regarding Sexual Harassment with Tyler Junior College, contact the Executive Administrator, Human Resources and Title IX Coordinator at 903-510-2307 or by contacting the Human Resources Office located on the second floor of the White’s Administrative Services Building. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator pursuant to 34 C.F.R.§ Part 106.

To review all College policies dealing with Title IX or Sexual Harassment please view the Board Policy Manual. Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, religion, gender, age, marital status, disability, veteran status or limited English proficiency (LEP). Tyler Junior College respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.

Information contained herein, including tuition and fees, is subject to change without notice.

Release date: December 1, 2015.
HOW TO REGISTER

Online
Now Quicker than Ever!
1. Go to www.tjc.edu/ContinuingEducation
2. Select Continuing Studies—Online Registration Form
This method of payment on our secure site requires MasterCard, VISA or Discover Card.

By Phone • 903-510-2900
Register with a credit card over the telephone. See below the credit cards accepted. Full payment is required at the time of registration.

By Mail
Mail your registration form along with a check or money order to Tyler Junior College, Continuing Education, 1530 SSW Loop 323, Tyler, TX 75701-2599.

In Person
Register for courses at the Regional Training and Development Complex (RTDC) located on the Tyler Junior College West Campus, 1530 SSW Loop 323, or in the registrar's office in White Administrative Services Center, Tyler Junior College, 1400 East Fifth Street.

West Campus Registration Office
Monday-Friday, 8 a.m.-8 p.m.; Saturday and Sunday-closed. 903-510-2900

Main Campus
Monday-Thursday, 8 a.m.-10 p.m.; Friday, 8 a.m.-5 p.m. 903-510-2401
or Toll Free: 800-687-5680

VISA/MasterCard/DISCOVER/ American Express
VISA, MasterCard, DISCOVER, and American Express credit cards will be accepted by the cashier's office on the Main TJC Camps or at the West Campus for fee payments and for registration charges.
**How to Register**

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1. Go to www.tjc.edu/ContinuingEducation
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903-510-2401
or Toll Free: 800-687-5680

**VISA/MasterCard/DISCOVER/American Express**
VISA, MasterCard, DISCOVER, and American Express credit cards will be accepted by the cashiers office on the Main TJCC Camps or at the West Campus for fee payments and for registration charges.

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**Registration Form Continuing Education**

(Non-credit courses)
West Campus, 903-510-2900

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**Refund Policy**
Refunds may be requested in the Continuing Education offices on the TJC West Campus. The College refund policy is:
- 100% prior to the first class day
- 80% during the first week
- 0% if class is cancelled by the College
- Name thereafter

Please note: Refund checks are issued in the student's name and mailed to the student's mailing address within 2-4 weeks. If paying by check, there is a 2-week wait for checks to clear.
Registration Form

HOW TO REGISTER

Online
Now Quicker than Ever!
1. Go to www.tjc.edu/ContinuingEducation
2. Select Continuing Studies— Online Registration Form
   This method of payment on our secure site requires MasterCard, VISA or Discover Card.

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Tyler Junior College Corporate Services provides the highest quality training solutions to the East Texas business community by improving employee productivity and corporate profitability. Through specialized training, customized to meet your company’s needs, TJC Corporate Services is your single-source for on-site, on-campus or on-line business solutions.

903-510-2695
New Food and Wine Classes
Asian • French • Seafood • Italian

903-510-2900